QS Series Products

Software User Guide

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1. Necessary to know

1.1 Communication connection illustration

1.1.1 RS232 Communication

RS232 communication connect with on more than 50 metre length shielding twisted-pair.

This RS232 communication only use three signal line, the both ending use a BD 9-pin port connector, make sure the connector pin -1 connect another connector pin -1,the connection wire and definition signal illustration with following:

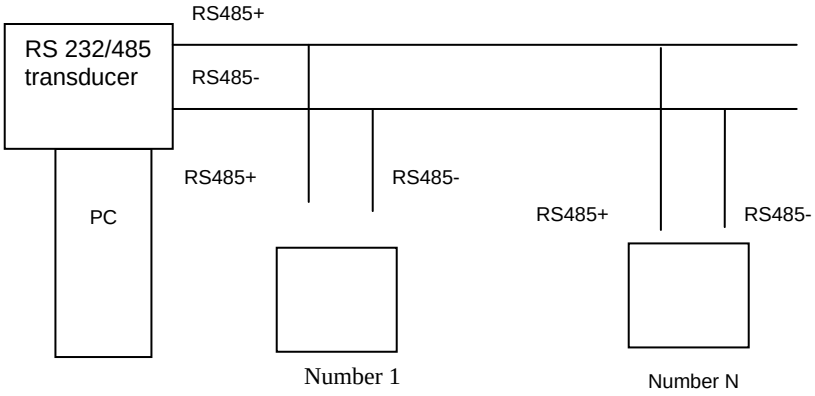
Attendance device terminal

Pin-number	signal definition	Pin-number	signaldefinition
2	TXD----------2		RXD
3	RXD---------- 3		TXD
5	GND----------5		GND

1.1.2 RS485 Communication

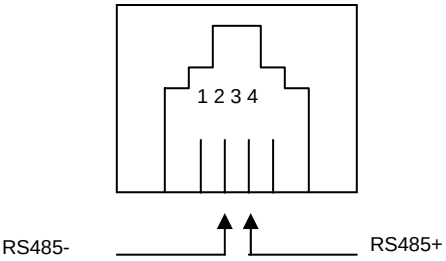
Use shielding twisted-pair, RS485 communication standrad connection length are no more than1.2Km.

RS485 connection illustrate with following picture,



The RS458 communication use half-duplexes communication, there are no more than 32 QS series fingerprint attendance devices in an attendance network.

The device RS485 connector is a RJ11 plug port; RJ11 plug port front illustration and signal definition are following:



Some RS232/485 transducer have four label TX+, TX-, RX+, RX- connector terminal, there are only two connector terminals in .the equipment, because we join the TX+ and TX-signal, RX+ and TX-signal, while we connect with this transducer, it is necessary to join TX+ and RX+ terminal which connect RS485+, and to join TX- and RX- terminal which connnect RS485-, so that communication is successful.

2. Install and uninstall program

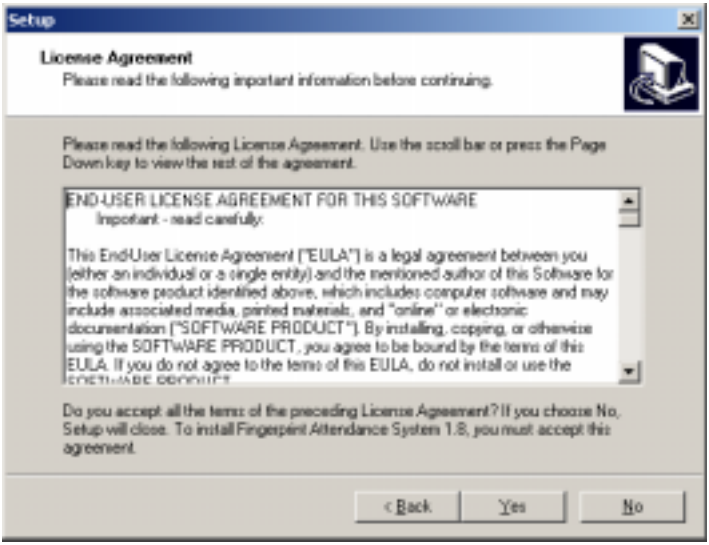
Suggest turn off other application program before installing, in order to avoid conflict in installing process.

Attention: some software edition number maybe doesn't tally with CD real contents, please allow CD installing program for standard

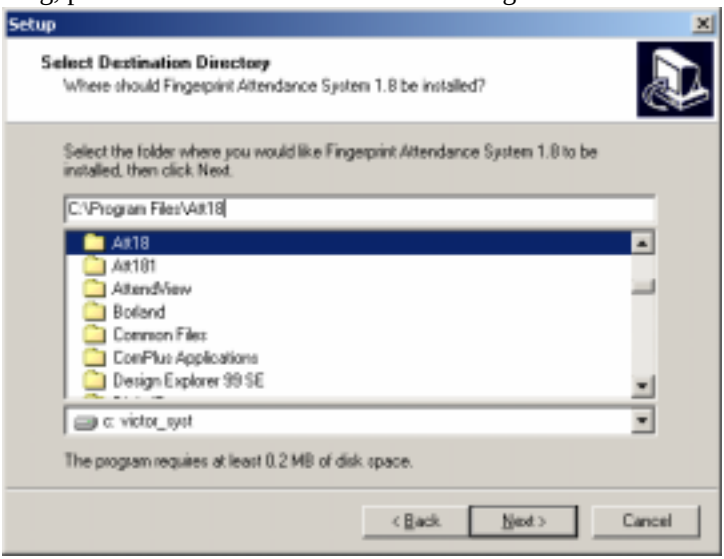
Insert the CD into your CD-ROM, the CD automatically display the installing menu:

Setup
Welcome to the Fingerprint Attendance System 1.8 Setup Wizard
This will install Fingerprint Attendance System(Standard Version) on your computer.
It is strongly recommended that you close all other applications you have running before continuing. This will help prevent any conflicts during the installation process.
Click Next to continue, or Cancel to exit Setup.
Next >
Cancel

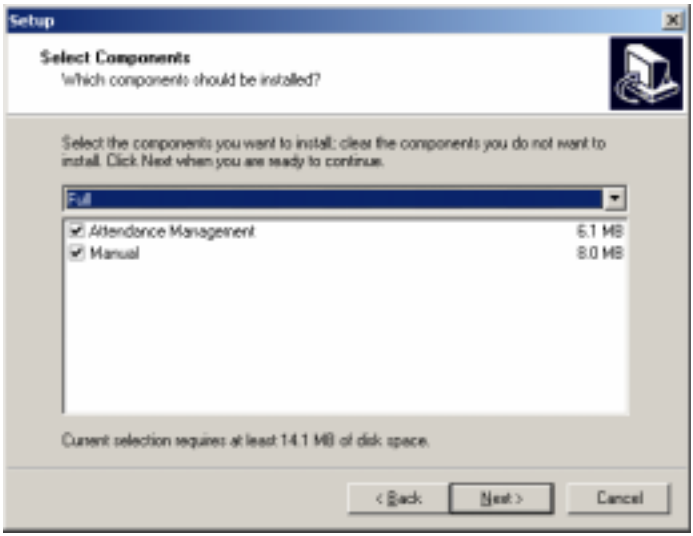
Click on the next, the window appear:


Setup
License Agreement
Please read the following important information before continuing.
Please read the following License Agreement. Use the scroll bar or press the Page Down key to view the rest of the agreement.
END-USER LICENSE AGREEMENT FOR THIS SOFTWARE
Important - read carefully:
This End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and the mentioned author of this Software for the software product identified above, which includes computer software and may include associated media, printed materials, and "online" or electronic documentation ("SOFTWARE PRODUCT"). By installing, copying, or otherwise using the SOFTWARE PRODUCT, you agree to be bound by the terms of this EULA. If you do not agree to the terms of this EULA, do not install or use the
Do you accept all the terms of the preceding License Agreement? If you choose No, Setup will close. To install Fingerprint Attendance System 1.8, you must accept this agreement.
< Back
Yes
No

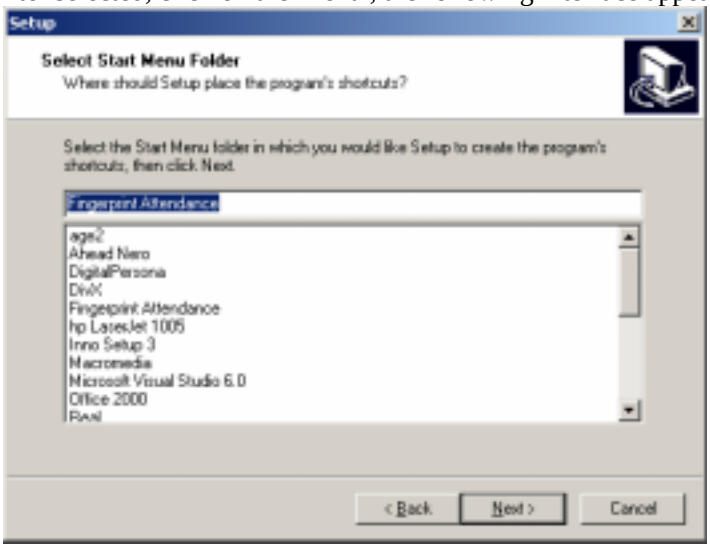
This page is an agreement of using program, please read carefully. if you agree with this agreement contents, click on the‘ yes ’. Enter the next installing process；if you don’t agree with the agreement , please click on the ‘ ON ’ Exit the installing process；if you need come back the last operating, please click‘ back ’. The next installing windows is following:



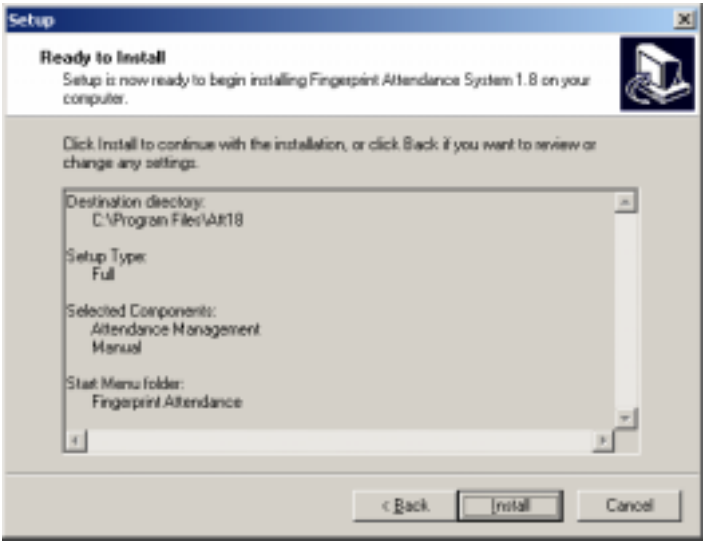
The install interface use in installing catalog of definition attendance menagement, you can choice default catalog, can also choice or create another catalog. Confirrm, the next display interface appear following:


Setup
Select Components
Which components should be installed?
Select the components you want to install; clear the components you do not want to install. Click Next when you are ready to continue.
Full
Attendance Management 6.1 MB
Manual 8.0 MB
Current selection requires at least 14.1 MB of disk space.
< Back
Next >
Cancel

After selected, click on the “next”, the following interface appear:



In the page, local form“start/program “to create the program name. Click next, the display is following:



Enter the window, it is show that you already finish all setup of installing program, if you want modify the setup, click back; otherwise click on the ‘install’ button, the installing program will copy file to hard disks and write relate information, after finish installing process, click finish, the installing process is over.

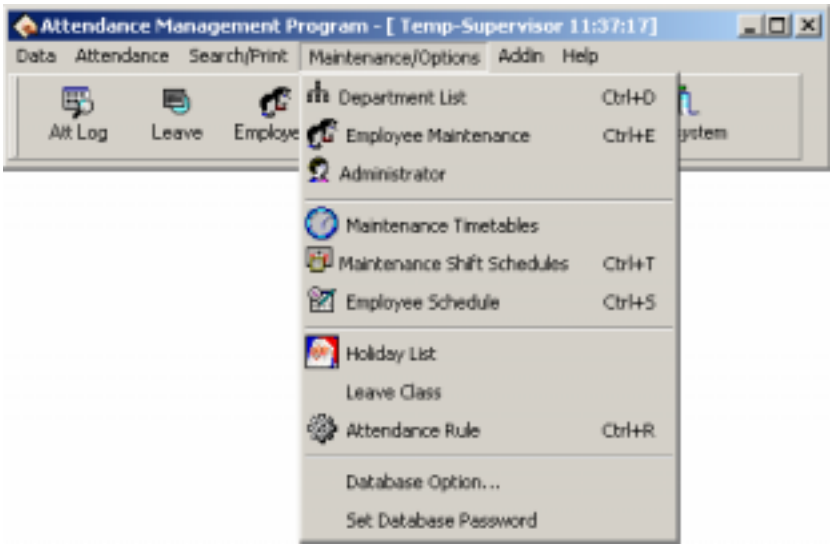
It is necessary that to register software in the first time beginning running, the specification process to see **1. neceassary to kown.**

3. Attendance administration program

3.1. Maintenance/setup

3.1.1 Maintenance/setup

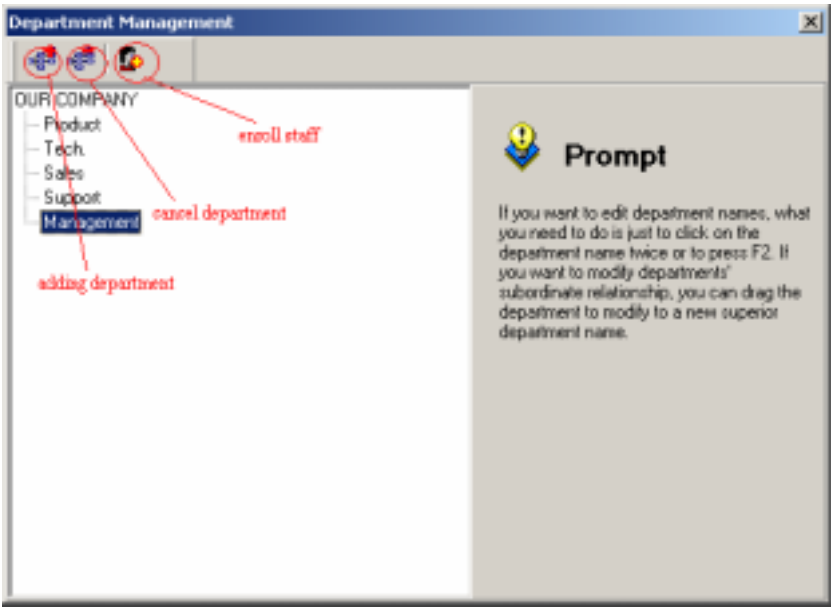
Click on the '**handling attendance'** on main menu, it will appear:



First set up database, then set up holiday scheduler、set up leave style and attendance rule, department、staff maintenance and administrator setting, at the finals, period time maintenance, unit shift managing, arrang staff shift.

3.1.2 Department list

Click on the "department list" sub-item on the menu "maintenance /setup", the windows appear:


Department Management
OUR COMPANY
Product
Tech.
Sales
Support
Management
enroll staff
cancel department
adding department
Prompt
If you want to edit department names, what you need to do is just to click on the department name twice or to press F2. If you want to modify departments' subordinate relationship, you can drag the department to modify to a new superior department name.

If you want to modify a department name, double left-click on the department name or press F2, and type new name in the box of Department.

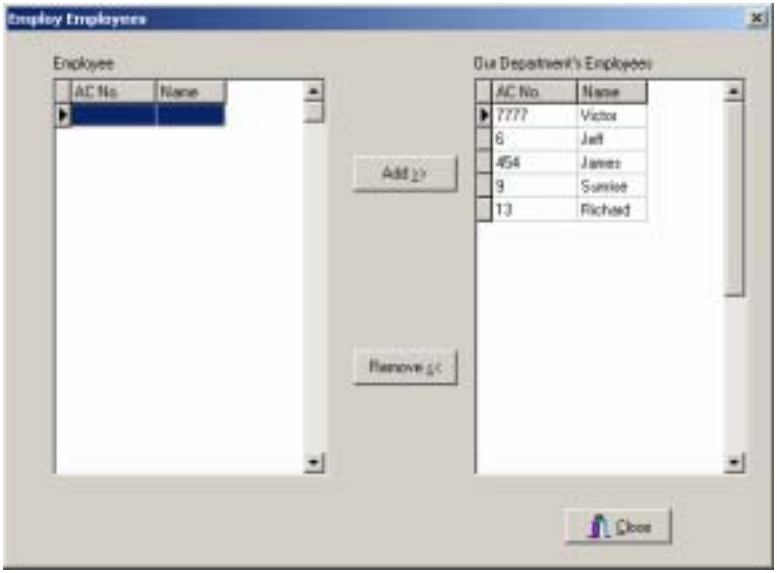
If you want to change a company name, it is need to modify the attendance rule setup.

In adding department, you first left-click the superior department of the new department, click on the “adding department” button, input the name of new department in the dialog box, click “confirm” to save.

In deleting department, you only first left-click the department selected, click on the “cancel department” button, select “confirm” in the display caution box, OK.

If you want to modify a department’s subordination relationship, first selected the department to modify, left-click, hold, and drag the name within the new superior department. Then operate according to instruction.

Click on the “enroll staff’ button. The following appear:



Staffs in the Employees box are those who don't belong to any department, that is, who have left their posts. This is the same on leave no salary

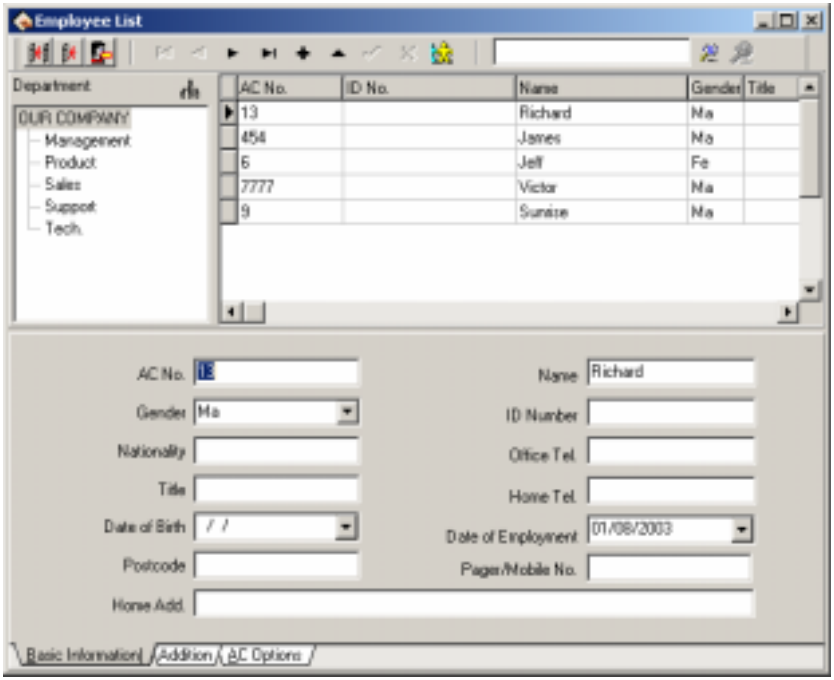
In the box of staffs select those employees that your department want to employ, and click Add button, and then those selected employees will be added into your department.

In the box of Our Department's Employees select those employees that will leave your department, and click Remove button, and the select employees will leave your department (leave their posts).

After operations, click Close button or ✕ to return to Windows..

3.1.3 Staff maintenance

Select the 'maintenance/setup', click staff maintenance item, open "staff list", within this window, maintenance staff's various information and attendance setting.



The upper half of the window of Staff List is a list of employees, and the lower half is designed to select and set staff's varied information. The lower half is paginated to two pages, click the pagination label on the bottom, enter different pages. Operations can be conducted on different pages.

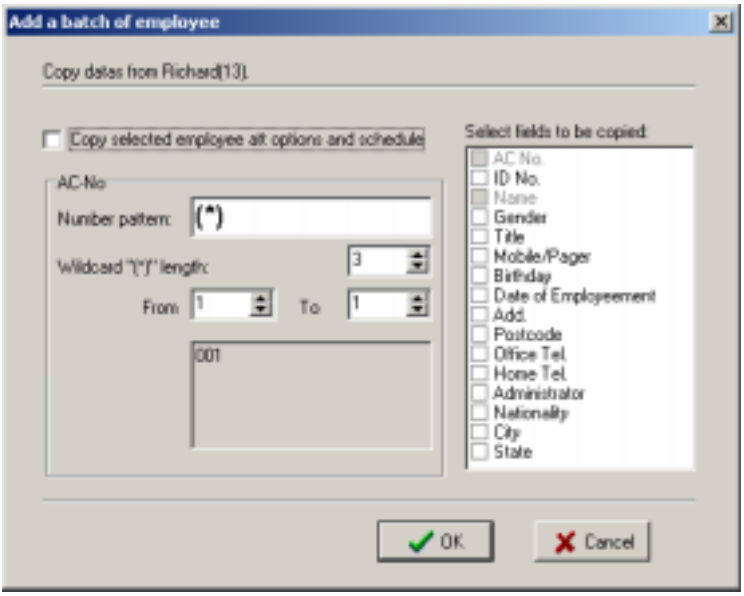
Among staff's varied information items, the two, Name and Attendance No. must be filled in, and the others are. optional

Add New Staff

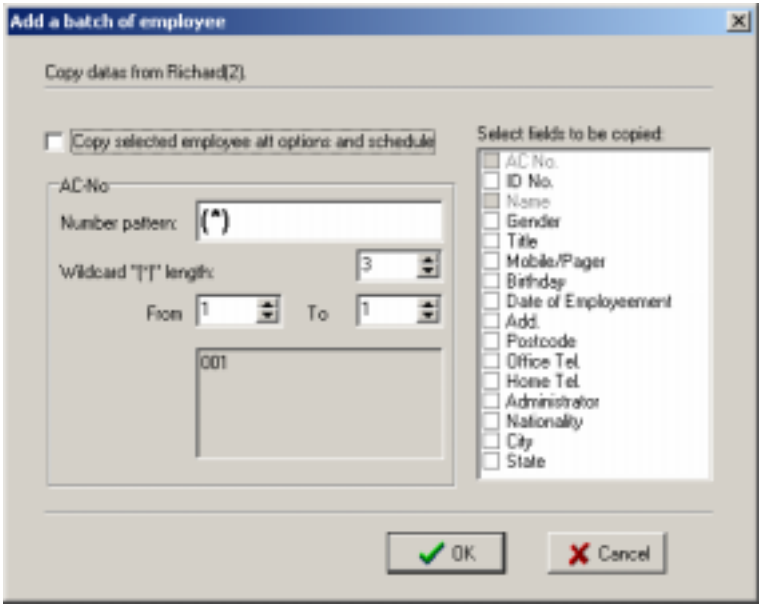
Press button to add a new Staff. Select the department this employee belongs to, enter his/her name and attendance No., make this mark, and then press Save button.

1) Add batch staffs: when some departments enroll a lot of staff, you can use this function to add staffs, cut down operator work.

E.g., the bill department adds a lot of staffs, first select department, click on the “add batch staffs” buttons, the adding batch staffs window appears.
If there are not staffs in this department, the following appear.



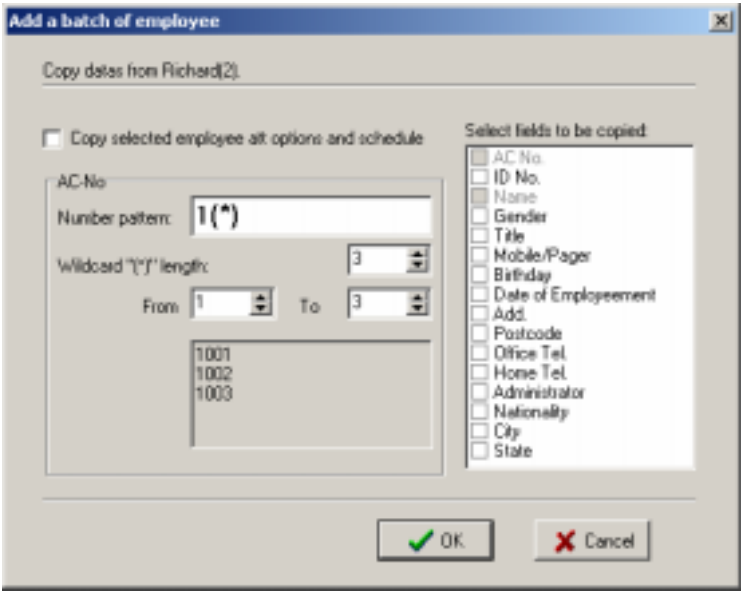
If there are staffs in the department, the following appear:



the backup data of staffs witch select from bill department display on the left-up corner, if the shift and attendance setup of adding staffs are the same of selected staffs, left-click “copy current staff” shift and attendance setting, select the item, if there are other same words, select relating to words from the selected words box.

Attendance NO increase accord to add batch staffs, with the “(*)” symbol, it is easy that to add staff NO.

The number style: that is attendance serial number, E.g. the staff NO of this department is the figure 1 on the first, so its serial number is 1???, input 1 (*) to the serial box, the window display following:



The symbol wide: That is, how many figures the symbol indicate? E.g. before the serial number is 1? Its symbol range is 3, if the serial number is 1??, so its symbol wide is 2. After the symbol wide have been definite; by use the ‘from ‘box to ‘box ‘to create serial number range. E.g. create the serial number range from 106 to118; input 6 to “from” box, import 18 “to” box, the symbol wide is 2, but from 6to9 wide is one figure. At this, the system will add zero automatically.

Click on the “confirm” button, add staffs, and click on the “abandon” button, return the staff interface.

3) Modify staff

Employees’ attendance NO. or name modified. Press button, enter new data in the corresponding input box, and then press Save button.

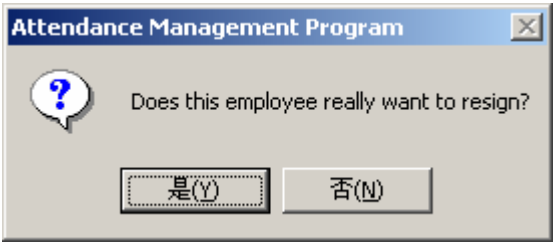
4)Transfer Employee

Click Transfer Employee button to transfer employees from one department to another department, and this dialog box will come forth

In the box of Fold Department select the department to add new employees in, and press OK to transfer the employee, or Cancel to cancel this action.

Staff Leaving Posts

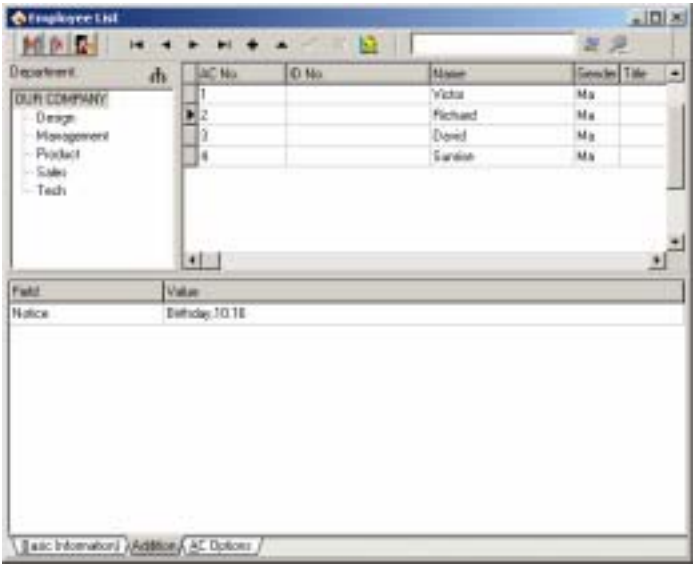
Some employees may remain in the company, but don't belong to any department, which is similar to the currently quite popularized lay-off phenomenon. Leaving-post employees can be re-employed through Employ Staff in Department Management. Click Staff Leaving Posts button to present this dialog box:



Press Yes (Y) button to transfer the employee to a new department, or press No (N) to abandon this action.

Staff resign

If a current employee leaves the company, all of his/her records will be cleleted completely. Be careful to use this function before an employee really leaves the company. Click Staff resignbutton to present this dialog box:



About the staff important information is input in relating page, select department, select staff, press ✚ button, add an item record, type

information style in words row, input relating material to contents, then save it.

4、click attendance setup on the pagination label. The windows will appear:

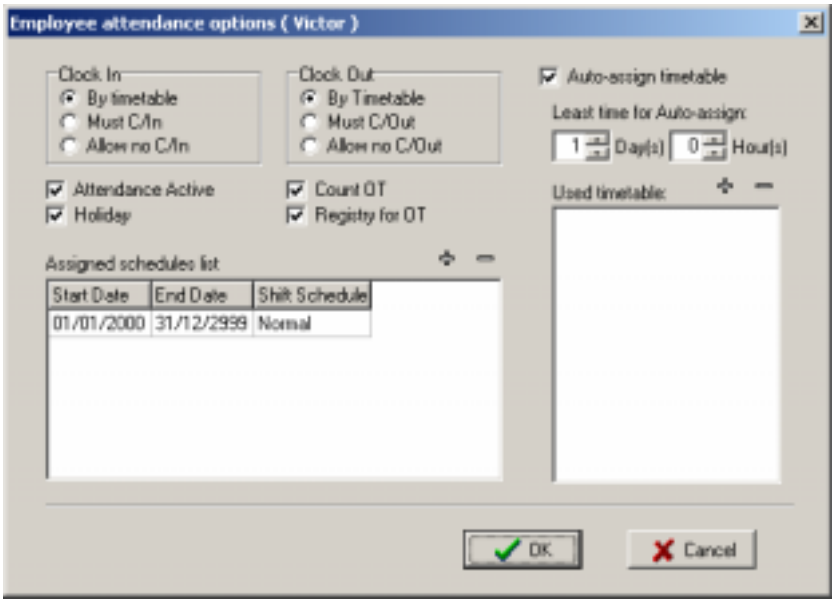
Attendance valid: if this item is definition , the staff will be accounted and statistic attendance in accord with the attendance rule and other select item, otherwise, this staff doesn't attend the attendance record, and record as normal on-duty ,E.g. A leader of unit doesn't go to attendance, but account on normal duty.

Over time: this item by sign, account the staff over time.

Holiday valid: this item by sign, the staff will have a rest on holiday, if the staff is on duty, be signed to over time, otherwise, the staff has to be on duty if the staff is off duty, account to neglect work.

On duty check-in/off duty check-out:

The setup can control if the staff have to check-in or check-out, the setup authorize in the item is super than it in the shift.



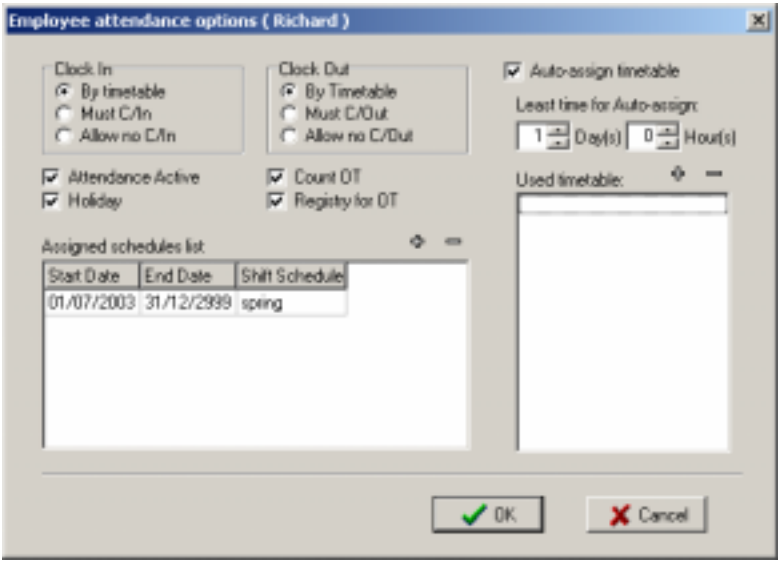
The method of attendance account and statistics is similar to the method of attendance setup, it is only that there increase optional which the over-time has to be registered and examined, in the option, all over-time must be registered and examined, otherwise, the over-time will be free.

A current shift list indicate the staff on duty scheduler, the box show that the staff shift include beginning, stopping date and shift name, if need to modify the staff shift, first select the shift item in the current shift list, it will turn blue, then click on '-' button, cancel the current shift, after this, click on "+" button, add a new shift, the window is following:

Select a new shift from shift that has setup, definition starting and stopping date, click on “confirm” button to confirm action, click on “cancel” button to cancel operation, return attendance setup window.

While staffs shift in normal work hours, you can add a lot of item of schedule, E.g.:

Starting date	stopping date	shift
03-3-1	03-5-30	spring
03-6-1	03-9-1	summer

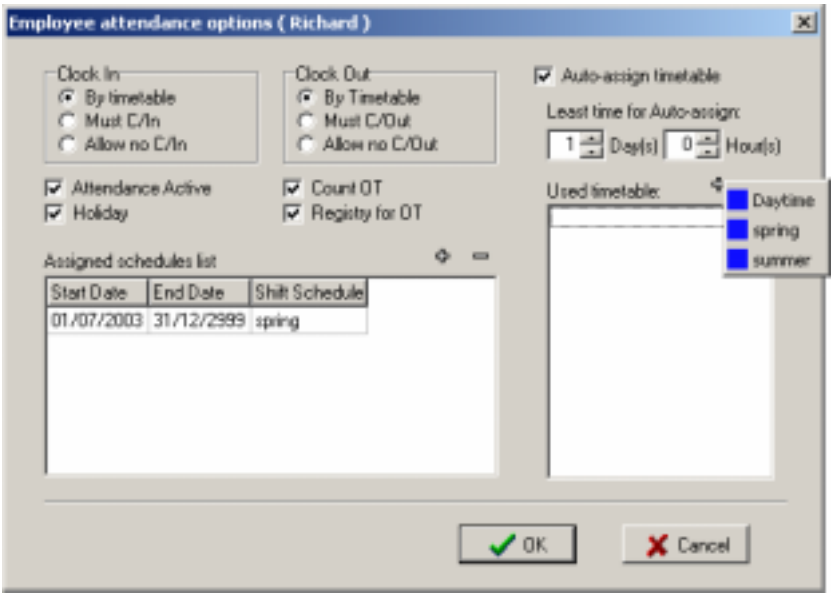


The intellects arrange staff's shift be selected, the window will appear:

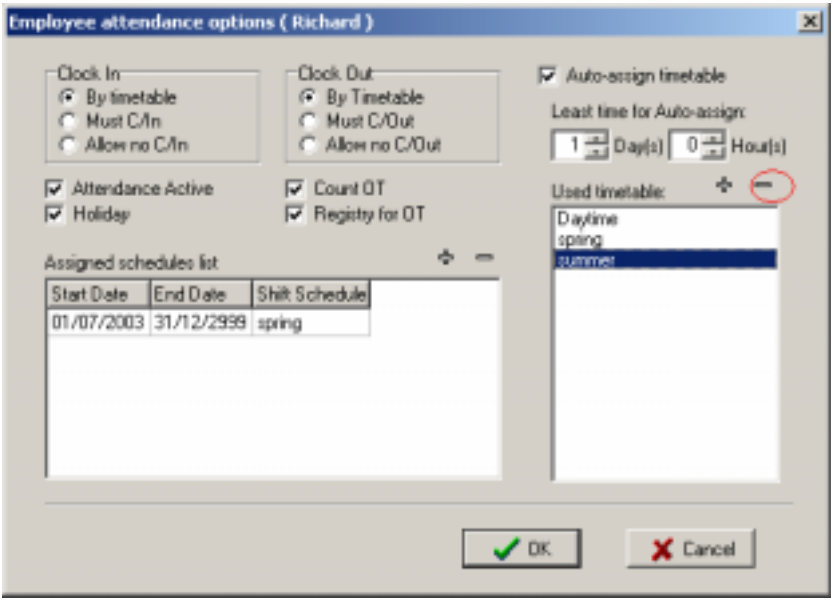
The intellects arrange staff's shift function is that, while staff who does not arrange shift for period time, but he/she has attendance record, the system will can define automatically the period time. This function main use in more change shifts.

Min intellect arrange shift time: when you setup a period time, example one day, at this time the system will accord with setup period time to determine after it expire more one day, otherwise not to determine.

Can use period time: that is, this staff is able to on-duty period time, click on button, the selecting period time appear, this shift period time is shift name list which has been set up in shift management。 The windows following:



Left-click shift names that select from display shift name list add selected shift. If want to cancel shift where there are used period time, first define period time, click on button, it will be canceled.

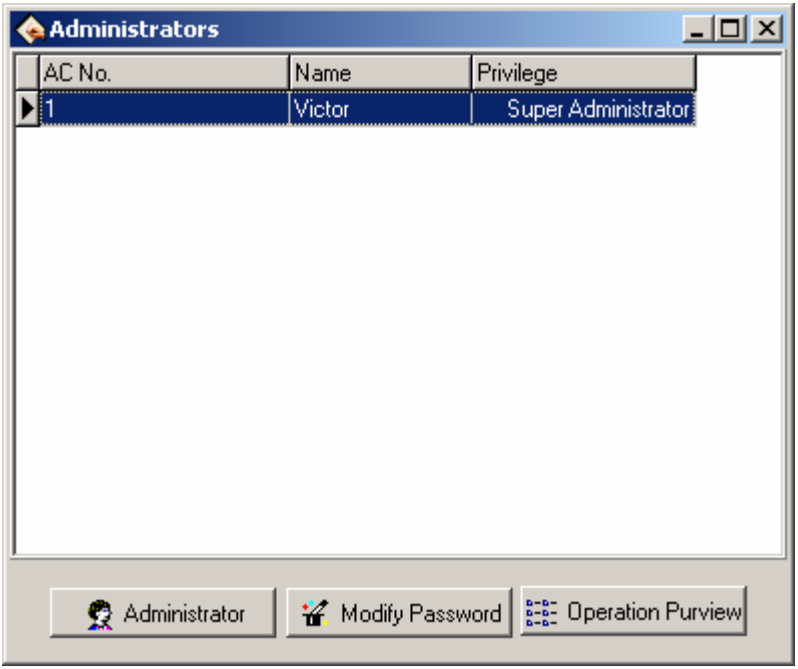


After set up, click on “OK“ to save setup, click on “Cancel“ to give up action, return attendance setting label page.

Input the staff name or attendance NO. in the input box of staff search bar (you may input one or two character of name or attendance NO..), click on button to locate the employee as the first qualified one, click on to continue search for.

3.1.4 Administrator setting

Click the ‘maintenance/setting’ sub-item on the menu of administrator setting, this window will pop up:



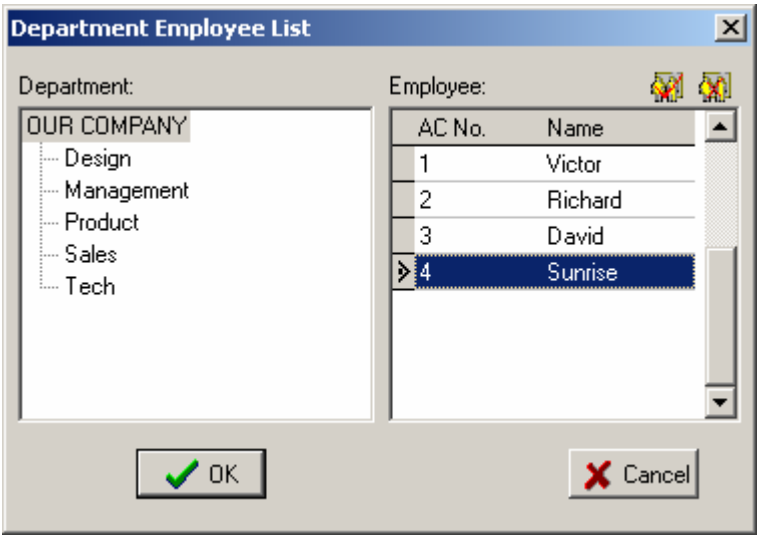
Click on the “administrator” button, the display is following:

Here you should choose to add a department administrator or a super administrator, the department administrator can not only manage his/he own staff’s information, but also watch his/he own staff’s attendance information, thus, if several attendance system are linked together, each department is allow to manage its own attendance information, so as to decrease the super administrator work volume, as well as guaranteeing the punctuality and accuracy of attendance data.

Click on ‘deleted administrator’ button, to cancel an administrator. But an administrator can not cancel himself, e.g. you enter management

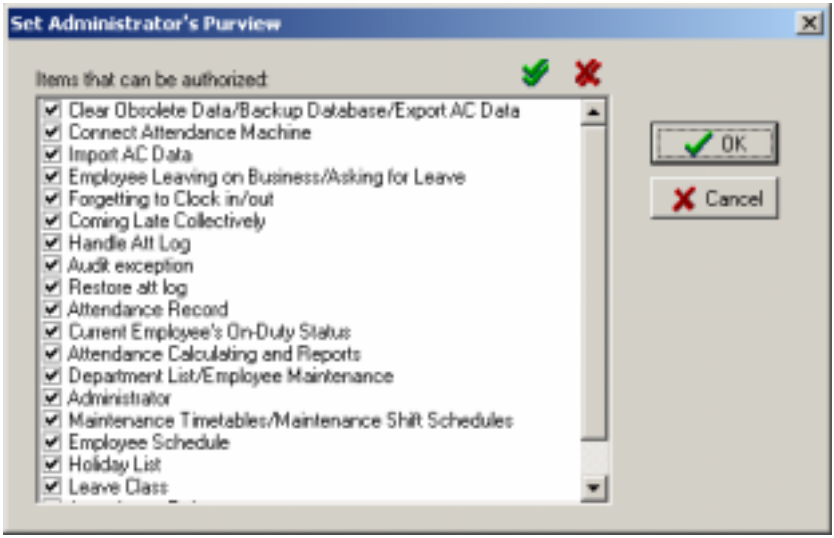
program as a super administrator, at this time, you can not cancel yourself, you can cancel other administrator

Click on department administrator or super administrator the following windows will pop up:



Select the department where an administrator is add, and this staff name, click on OK button to add this selected staff as one administrator, click on cancel button to cancel this action, the default code of the fresh added administrator is his/her won attendance NO..

Click OK button to pop up the window of purview setup as the following:



Put a tick beside each selected authorized item; put a Cross to remove all the authorized item, click OK button to complete administrator setting.

Click' modify password' to modify administrator password, and administrator is only capable of modifying he/his own password, the window of modify password is like this:

Type the original password in the input box of old password, type a

new in the input box of new password, and type the new password again in the input box of verify new password, press OK button to complete modify password, or click cancel button to give up this action.

If the original password isn't input correctly this prompt message will be shown:

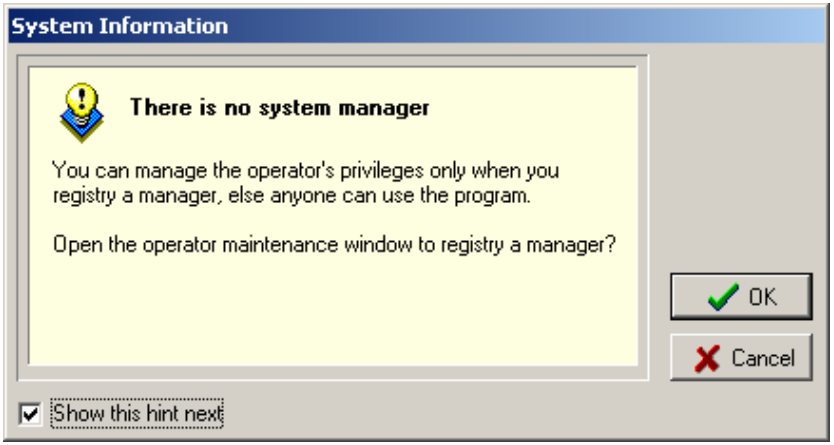
Please type the original password again; if it is not to type correctly for three times in succession, the system will automatically return back modify password box.

If the new password is different from the verification password, the prompt massage will come forth, press OK to modify the verification password until it is the same with the new password.

Attendance Management Program
New password is different from verification password. Please input verification password again.
OK

Click on 'operating authorize' to set administrator authorize. As this condition, the system demands you set up administrator. While you cancel the starting prompt information, as well as the staff has been enrolled

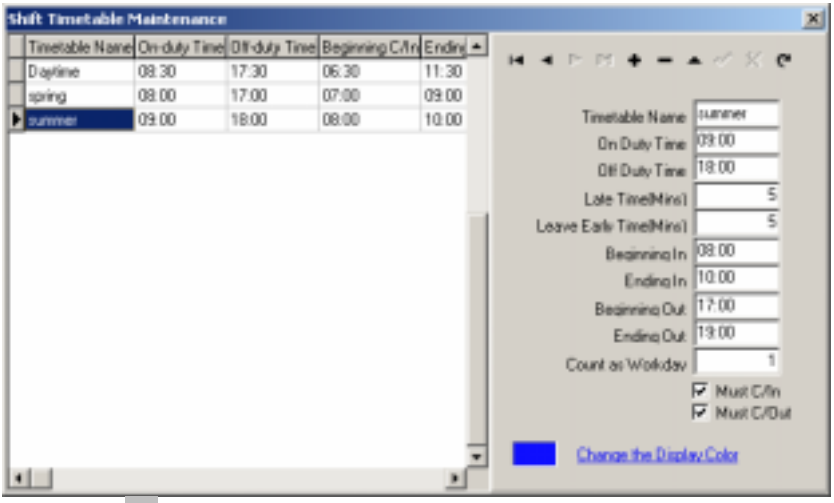
In the system, an administrator has not been registered, the starting management program will appear prompt following:


System Information
There is no system manager
You can manage the operator's privileges only when you registry a manager, else anyone can use the program.
Open the operator maintenance window to registry a manager?
OK
Cancel
Show this hint next

Click ‘cancel’ button, return to main menu, click on ‘OK’ button, enter administrator operation interface, the operation method is the same as the forward.

3.1.5 Period time maintenance

Before staffs are arranged schedule, the period time must be set up to complete, select ‘maintenance/ setting’ menu, click on the ‘period time maintenance’, can set period time which use to arrange staffs shift, the interface is following:



Click ✚ button, add new a period time, type name of period time on-duty time and off-duty time, check-in time range, check-out time range, record coming late time, record leaving early time and record work date, only the check-time and check-out time is in the definition range, there records are valid, as that , attendance account and statistics depend on there record, as well as selected period time whether is in check-in and check-out range, input time style; hh:mm:ss.

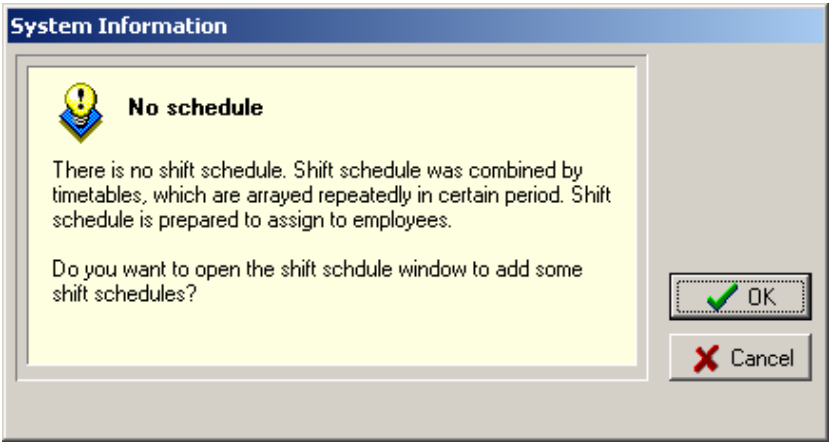
Record coming lately time（minute）: up illustration is for 5 minute, it is to show that after 5 minute on-duty will be record coming late, E.g. illustration, on-duty time7: 50, A 7: 53 check-in time, B 8: 00check in time, so the A is not coming late, because he check-in time is not over 5minute, the B is coming late for 10 minutes, because he check-in time is over for 5 minute.

Record leaving early (minute): it is the same as record coming lately, it is depend on the difference check-out time between off-duty time.

How many work date to record: if set up the value, account and statistics according to this value amount work date, otherwise, it depend on attendance rule setup to amount.

Selected a period time, click on ━ button to cancel selected period time。

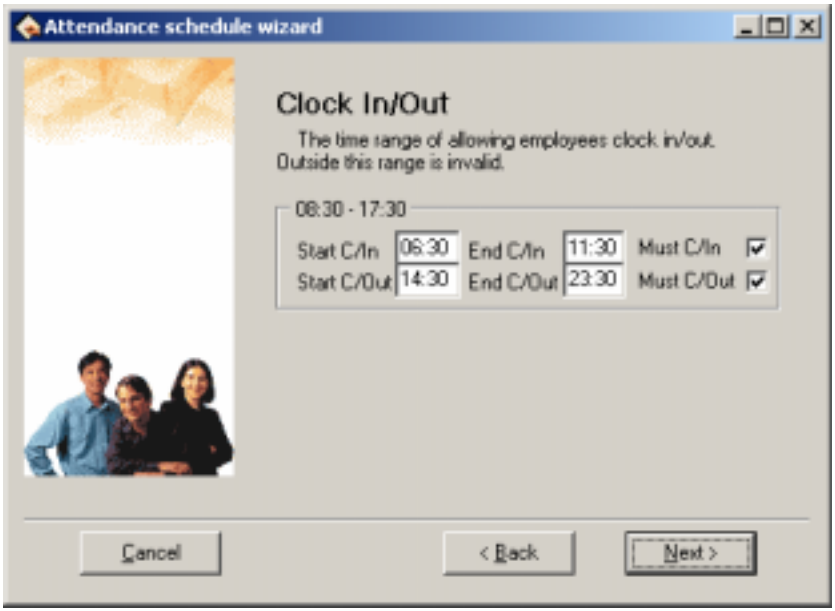
After the prompt appear, there is any setup period time in system, can also .according to prompt, set up period time, the window is following:


System Information
No schedule
There is no shift schedule. Shift schedule was combined by timetables, which are arrayed repeatedly in certain period. Shift schedule is prepared to assign to employees.
Do you want to open the shift schdule window to add some shift schedules?
OK
Cancel

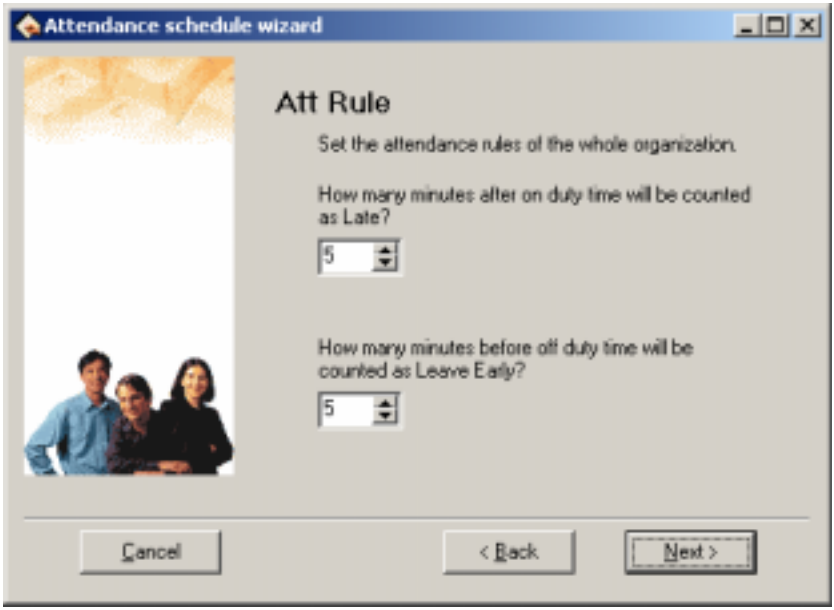
Click “cancel” button, return main menu windows, click on “OK” button, start to set period time, the window is following:

Attendance schedule wizard
Times for On/Off duty
Setting the On/Off duty times in this organization
On duty in morning, Off duty in afternoon
On duty time 08:30
Off duty time 17:30
On duty and Off duty in morning and afternoon
On duty time 08:30
Off duty time 12:00
On duty time 14:00
Off duty time 18:00
Cancel
< Back
Next >

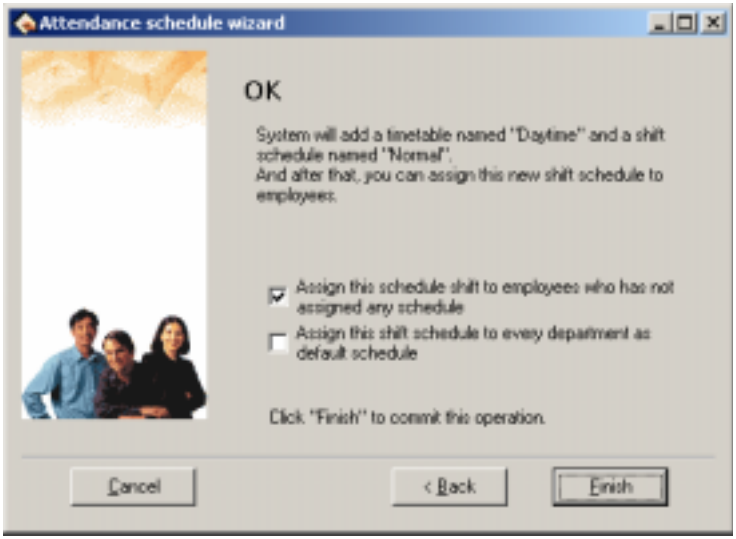
According to the company real condition, the method of on-duty and off-duty is selected, is twice attendance (morning and evening), or is four times (morning, noon, noon, evening), input correspond to on- duty and off-duty time, click “next” button to continue setting, the window is following:



Definite the time range of check-in and check-out, and whether this time must be check-in and check-out, click “next” the window is following:


Attendance schedule wizard
Att Rule
Set the attendance rules of the whole organization.
How many minutes after on duty time will be counted as Late?
5
How many minutes before off duty time will be counted as Leave Early?
5
Cancel
< Back
Next >

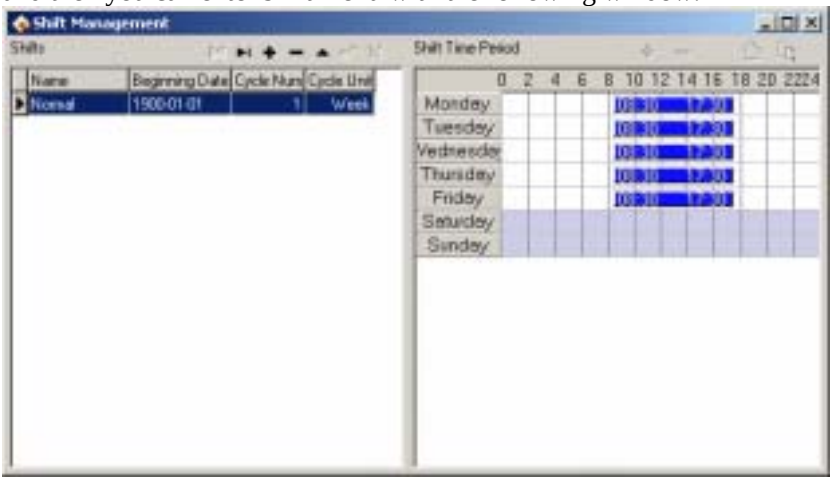
On the window, set record coming lately time and record leaving early time, click on “next” button to enter next window:


Attendance schedule wizard
OK
System will add a timetable named "Daytime" and a shift schedule named "Normal".
And after that, you can assign this new shift schedule to employees.
Assign this schedule shift to employees who has not assigned any schedule
Assign this shift schedule to every department as default schedule
Click "Finish" to commit this operation.
Cancel
< Back
Finish

On the window, the system prompt that it will add named ‘day’ a period time and named ‘normal shift’ a shift, because, before we selected method that is twice attendance in a day, system will increase two new period time, each is ‘A.M’ and ‘P.M’. There are three option on the window, according to need to select, and then click on ‘finish’ button, complete setup. If selected ‘open period time maintenance window to detail setting’, click on ‘finish’, enter period time maintenance window.

3.1.6 Shift management

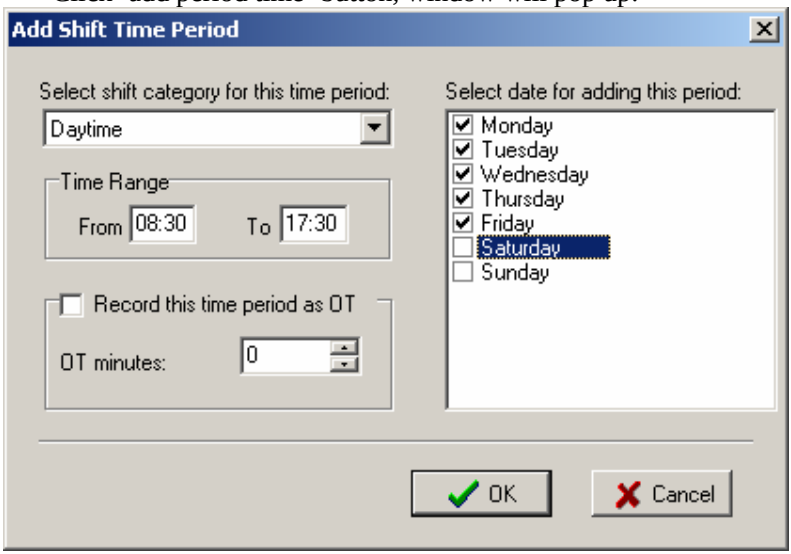
Select maintenance/ setting menu, click shift management sub-item, and then you can enter shift menu with the following window:



Management Utilize Shift Management Tool Bar to add , cancel, modify shift. Under the status of adding or modifying shifts (when {√} button is valid), you may Add/Modify/Delete Shift Time Periods.

The shift name can’t be repeated, and all the fields in the form can’t be empty. Application Beginning Date is in the form of yyyy-mm-dd, for example, NO.vember the 15th, 2003 is recorded as 2003-10-15, and March the 6th, 2003 is recorded as 2003-03-06.

Shift cycling periodicity = periodicity count * periodicity unit
Periodicity unit consist of day, week, months
Can set empty shift that is no no-duty
Click ‘add period time’ button, window will pop up:

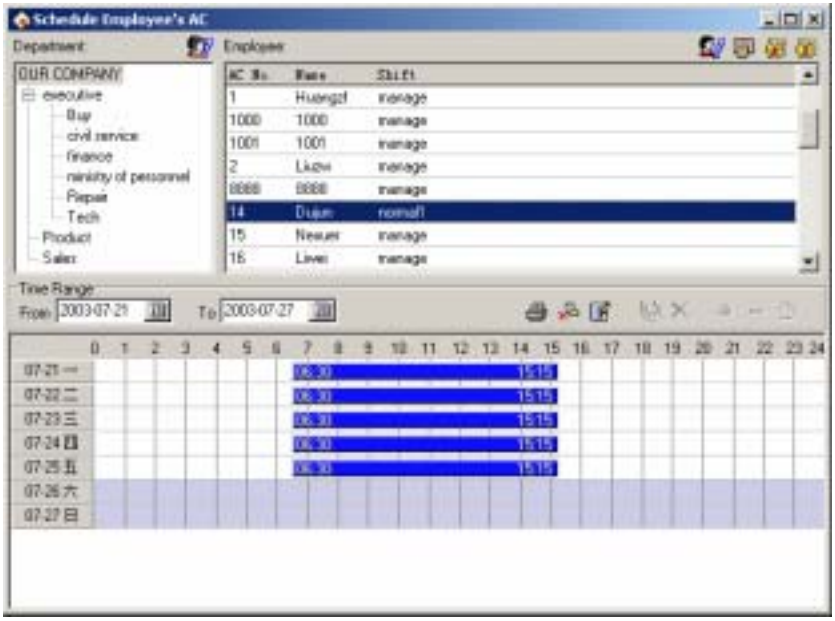


Select a period time that is setup in down -drag menu, add shift period time directly, then selected date of this period time, as well as selected period time whether is over time, click “OK” button to save setup, click on “cancel” button to give up the action.

Click on “cancel period time” button, selected period time will be cancel, if select “cancel all period time” button, display all period time will be cancel.

3.1.7 Arrange staff’s shift

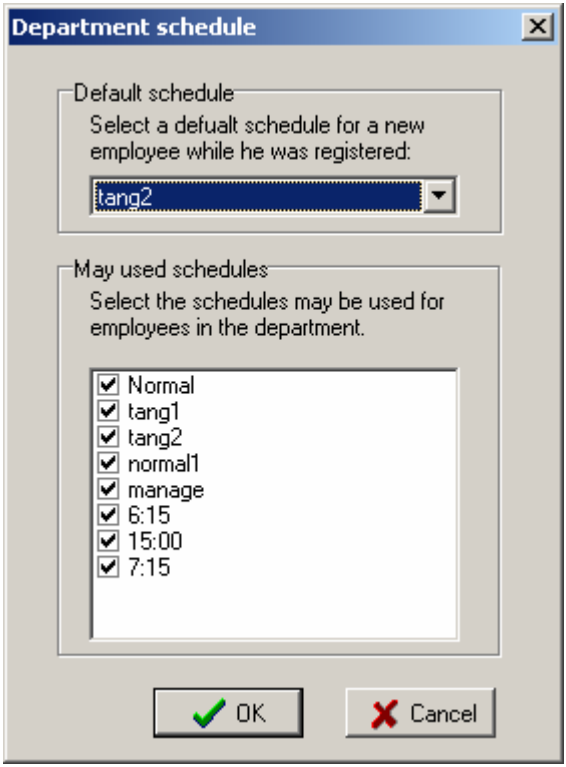
Select Maintenance/Setup menu, click arrange staff’s shift option, open the window of arrange staff’s shift Setup. Here, you can maintain data related to staff’s shifts:



Select departments and the staffs whose shifts are to be arranged. If only one employee is selected, in Staff's Normal Work Hours should be shown this employee's normal work hours, which is in the range of shift arrangement time period.

Arrange depart ment staff's schedule

Click Arrange department staff's schedule button to present this dialog box

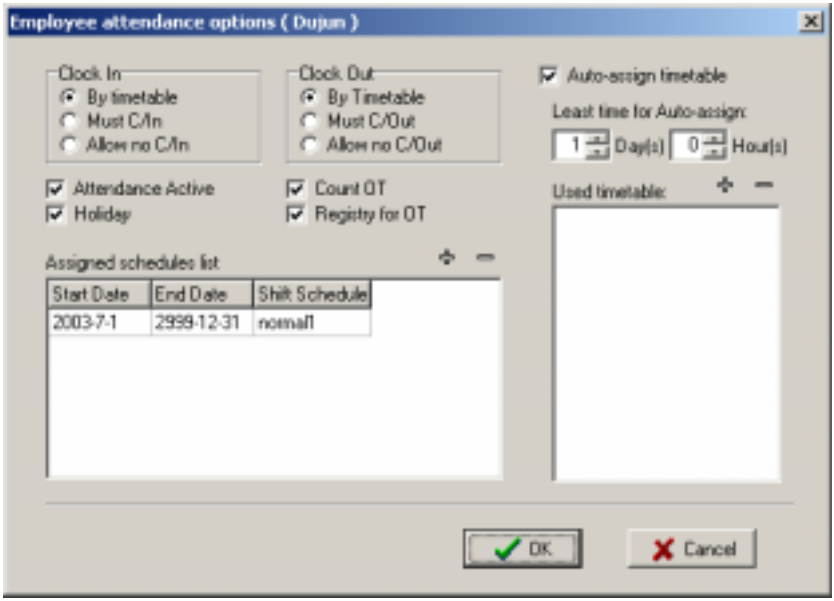


Default shift: select a shift from down-drag menu, make it to default use for enrolling new staff, after enroll new staff it will give new staff a shift.

Can schedule shift: able to schedule shift list display name of current setup shift, when arrange department shift, the shift will display list until selected shift

Staff schedule

Click on staff schedule button, the dialog box is following:



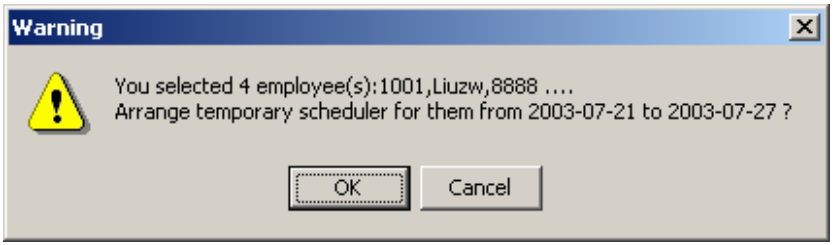
On the window the operation is the same with attendance time setting operation, which sub-item is staff maintenance attendance setup.

Staff shift

Click shift management button to manage shift

Staff temporary shifts arrangement

If one (or several) staff needs to change his/her work hours temporarily, his/her shift can be arranged temporarily, click staff temporary arrangement button, pop up dialog box, window is following:



Click “OK” button, enter temporarily schedule, click “Cancel” button, return staff’s schedule window. First definite schedule time range, select staff, if you want to select a lot of staffs, can press Ctrl key,

simultaneously click staff or use all selected button, then click on ‘add period time’ button, select to add period time on the window of adding period time, and what day or how many is to add. The operation method is the same in shift management to add period time, click ‘save temporarily schedule’ button, to save temporarily schedule or click cancel to cancel the action.

Temporarily schedule is superior to shift schedule.

Print staff ought on-duty time

Click ‘print staff ought on duty time’ button. It can print all selected staffs work hours, which is in definition period time.

Cancel temporarily shift

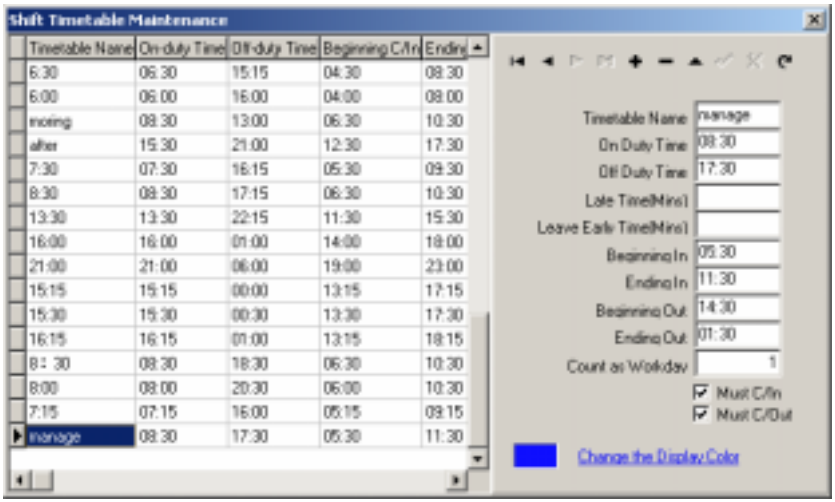
Click ‘cancel temporarily’ button, cancel data of selected staffs in definition period time back to normal work hours.

Alter shift

To handel verious regular change shift is a software‘s strong function.

Here, illustrate change shift method with four shifts three times change a week, example ,there are A, B, C, D four shifts, work hours schedule is divided into, morning shift, day shift, night shift, three period time, the application beginning date is 1.

As before instruction finish the operation, the following window appears:



Staff work hours schedule list:

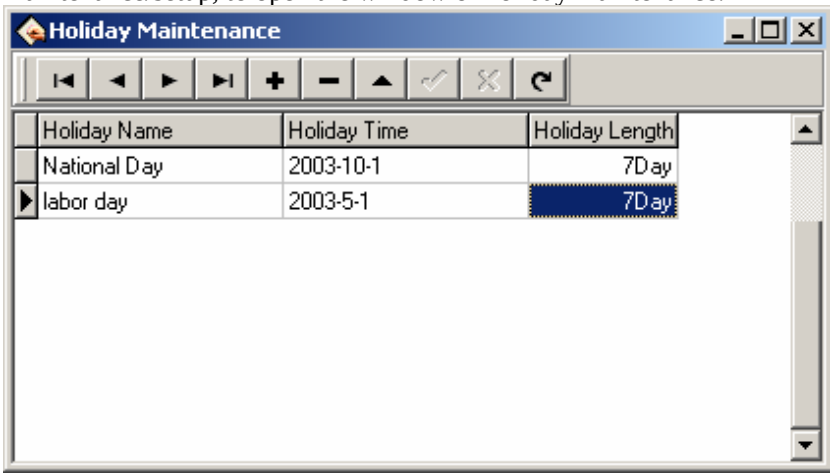
date shift	Morning shift	Day shift	Night shift	Have rest
1	A	B	C	D
2	D	A	B	C
3	C	D	A	B
4	B	C	D	A
5	A	B	C	D
6	D	A	B	C
7	C	D	A	B

From schedule list, the regular are fund, cycle of all staff work hour is four day. So, A, B, C, D four shifts' s four day work hours is divided into four shifts.

Other shift follow the instruction.

3.1.8 Holiday list

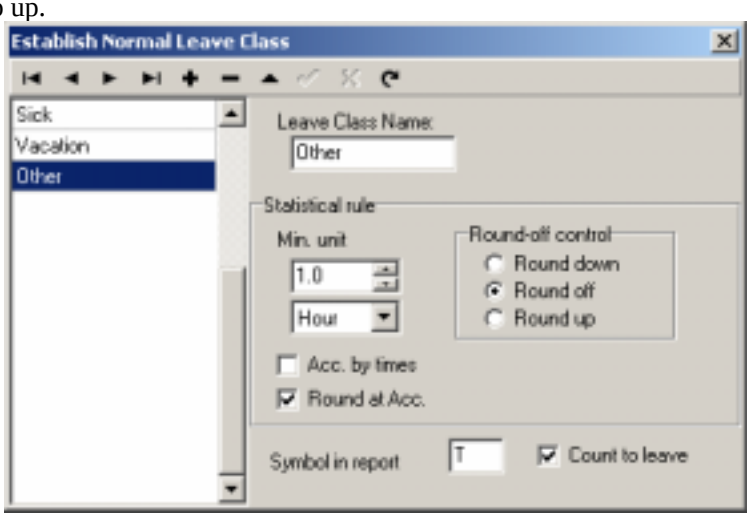
On the statutory holidays, staff will take a rest or vacation with related rules of law. Then it is required to adjust some setting of the attendance system. Select holiday list sub-item under of maintenance/setup, to open the window of holiday maintenance:



Utilize holiday list maintenance tool bar to construction holiday
It is need to set holiday's name, holiday dates and holiday lengths.

3.1.9 Leave style setting

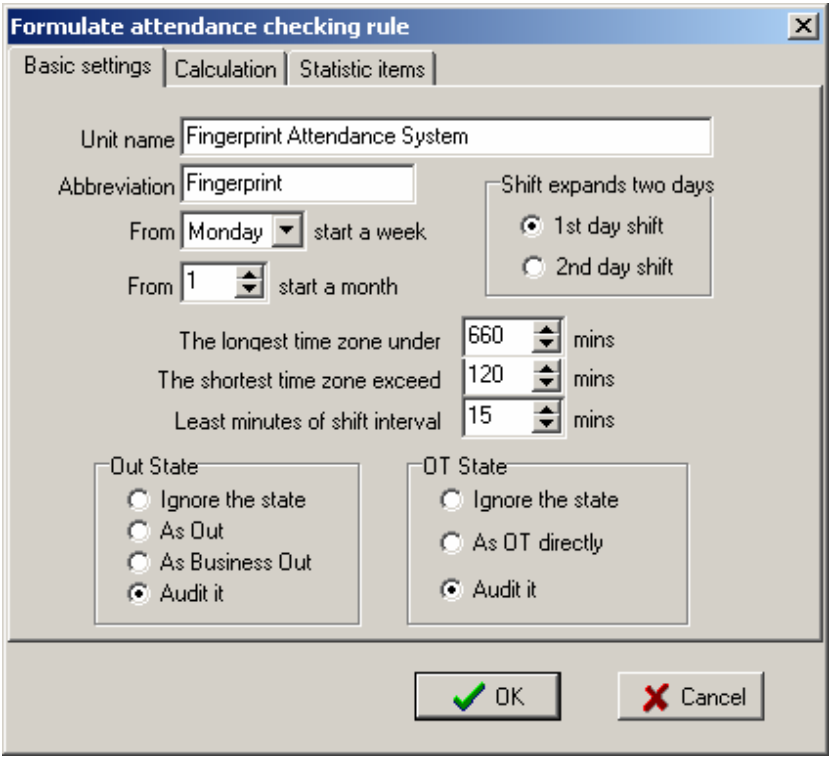
Click 'leaving setting' in down-drag menu, the following window pop up.



Utilize the tool bar to add, delete, and modify leave style as well as utilize account rule to set leave record rule, not only set to control leave give up or count, but also set the symbol in record list.

3.1.10 Attendance rule

Select maintenance /setup menu, click 'attendance rules,' option, and this window will pop up



A setup interface consists of three label pages, first see the base content of label page.

It is required to set the beginning day for each week or the beginning date for each month. Some companies calculate their attendance record from Sunday, and other from the 26th, after these setup, it is convenience for calculation to select time.

If a shift expires 0:00, it should be defined which workday this shift belong to.

How many minutes are the max shift period time not more than? How many minutes is the min shift period time not fewer than.

In order to determine attendance status, verify record correctly, suit intellect schedule to demand, so that the valid attendance time is not litter a few minute. Otherwise the system will determine record as invalid

E.g. an interval of five minute, there is valid record at8: 10, so, among 8: 10 between 8: 15 record is invalid, it is only valid record after 8: 15.

Leaving status: there are four methods be select to handle leaving status

Neglect attendance status: this status is neglected while attendance statistic handle.

Normal leaving status: this out status is sided normal out.

On Business leaving status: this status is sided on business out.

To examine: make verify for record by hand, examine staff whether go out.

Over time status: the over time consist of, counting over time, not counting over time, leader allowing and count over time, three status

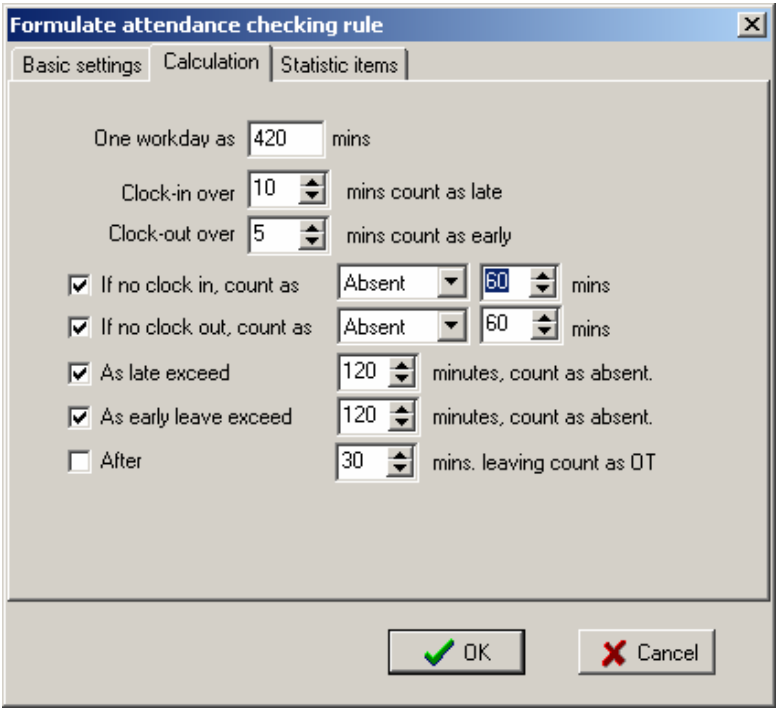
Neglect attendance status: attendance statistic does not count over time；

Count over time directly: over time does not need to examine, count it directly:

Examine: make to verify for record by hand, in order to examine whether staffs have over time

Examine operation is sub-item which attendance abnormal require and record list other abnormal require.

2、click attendance count patinas label, attendance account window appear, it is following:


Formulate attendance checking rule
Basic settings
Calculation
Statistic items
One workday as 420 mins
Clock-in over 10 mins count as late
Clock-out over 5 mins count as early
If no clock in, count as Absent 60 mins
If no clock out, count as Absent 60 mins
As late exceed 120 minutes, count as absent.
As early leave exceed 120 minutes, count as absent.
After 30 mins. leaving count as OT
OK
Cancel

You need to set that one work hours account by minute, this value should be the same with on-duty hour, because statistics result correct depend on the value.

In the setup, how many minute will be record coming late after expire on-duty time, how many minute will be record leaving early before near off-duty, the definition period time must be the same with period time maintenance setup, otherwise the statistics result is not correct.

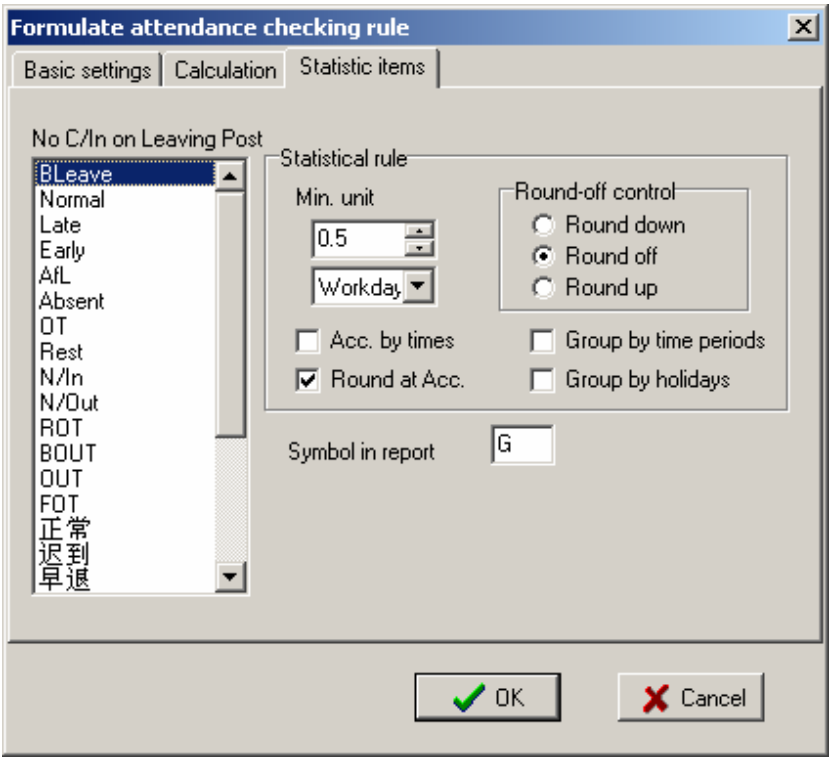
For the clock-in record, how many minute means coming late of neglect work, for the clock-off record, how many minute means leaving early or neglect work.

If you're coming late or leaving early exceed set minutes, there will be record neglect work

Can setup overtime how many minutes it exceeds clock-off time, so this will be record overtime.

3、Click calculate item on the patinas label, and following window

will pop up:



You can set statistical rules and symbols for staff leave on business, coming late and leaving early, etc, on the pagination label.

Free over time: over time work not registered in schedule staff attendance is record as free overtime.

Notice: the system default setup only suit attendance situation which one day is divided into two period time, if one day is divided into more than three parts for attendance, please select all item and total them to ensure the accuracy of the calculation.

Group according to shift period time: this item will define whether attendance record will be grouped into their corresponding shift period time. For instance, select all items without clock-in item and group them, then you will get the total of time without clock-in and clock-out item.

Accord to holiday to organize:

Groups according to times: only count times, how many times are

display on the record list, no time.

After cumulate to round: select this item's all time to amount, which become into corresponding statistic unit, then according to min unit setting rule to round.

Upward carry: when the statistic data have point, the system will make after point figure to carry upward as 1. For stance, the min unit is 1-work hours, so that the calculation result of 1.1and 1.9 work hour will be record 2-work hour.

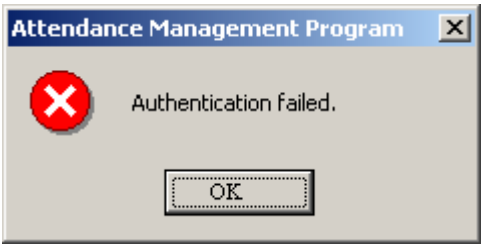
Round: if the left value which after point figure excess 5, the value add 1 otherwise the left value is abandon

Downward round: abandon the value no matter how many it is. E.g. min unit is I work hour, so that the calculation result's 1.1and 1.9 count 1 work hours

3.1.11 Database setup

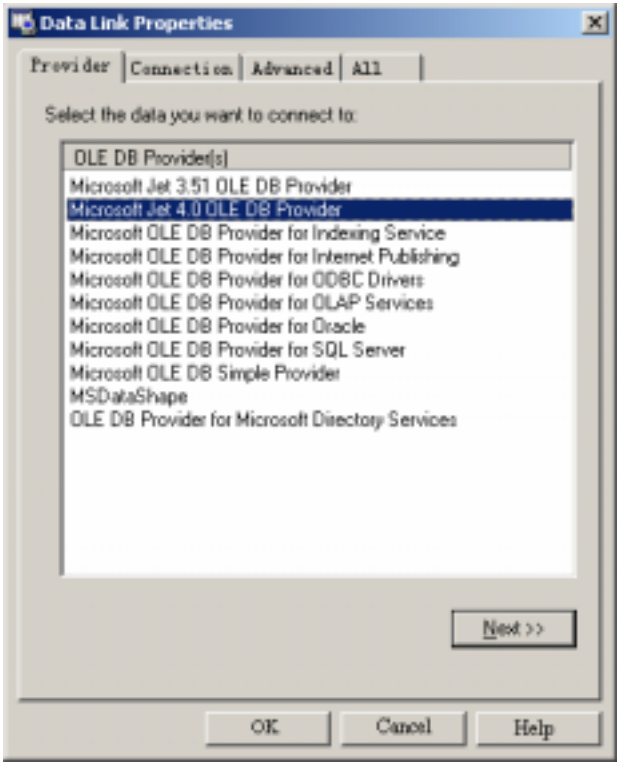
The system adopt Microsoft ADO database connect port, default single Access2000 database, filename is att2000.mdb, you can set up database connection according with real situation.

When system appear error prompt, you need modify you database connection setup.

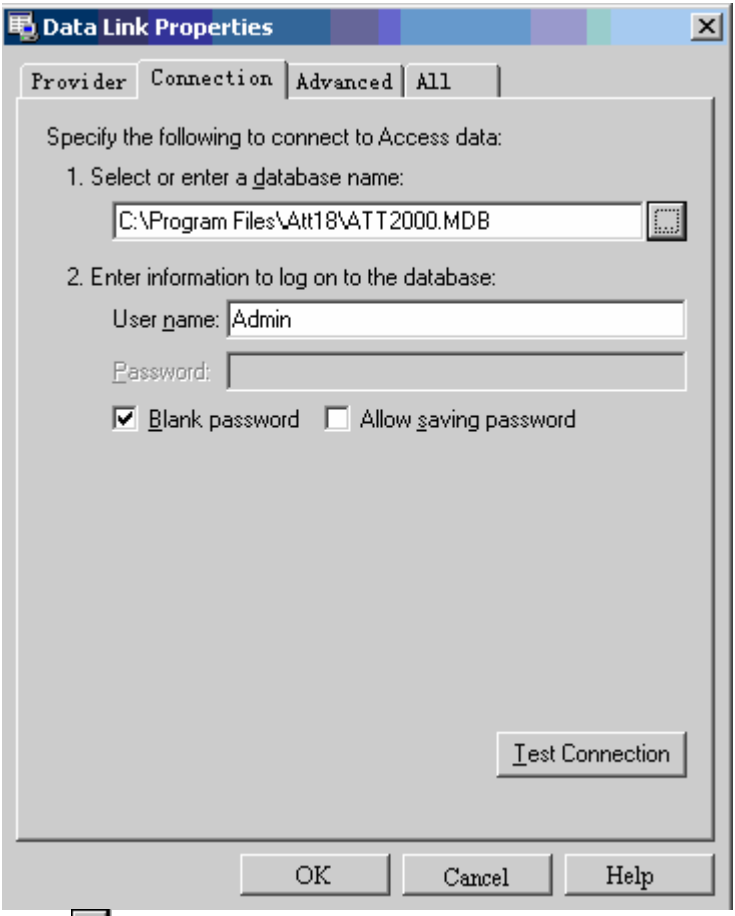


1, How to connect Microsoft Access data method setting:

(1)Provider selects Microsoft Jet 4.0 OLE dB Provider;


Data Link Properties
Provider
Connection
Advanced
All
Select the data you want to connect to:
OLE DB Provider(s)
Microsoft Jet 3.51 OLE DB Provider
Microsoft Jet 4.0 OLE DB Provider
Microsoft OLE DB Provider for Indexing Service
Microsoft OLE DB Provider for Internet Publishing
Microsoft OLE DB Provider for ODBC Drivers
Microsoft OLE DB Provider for OLAP Services
Microsoft OLE DB Provider for Oracle
Microsoft OLE DB Provider for SQL Server
Microsoft OLE DB Simple Provider
MSDataShape
OLE DB Provider for Microsoft Directory Services
Next >>
OK
Cancel
Help

(2)Click next or connect, enter following window:



Click button, select database filename

A: For a single computer

On the window of File Manager, select the database file. The default file path is C:\Program Files\Att\att2000.mdb

B: For a network

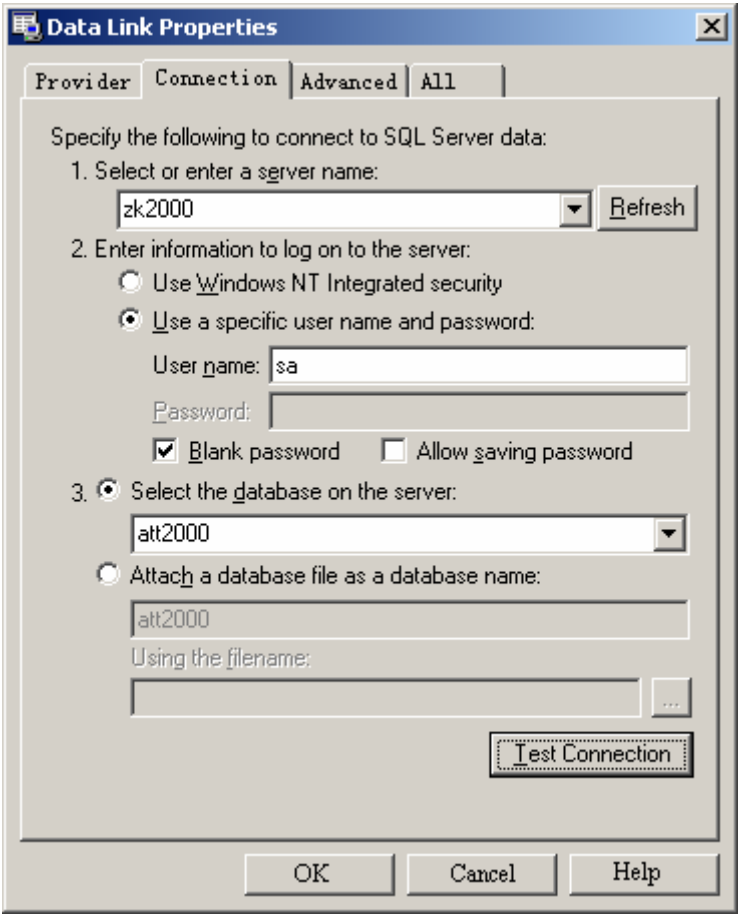
For instance, three attendance checking systems are linked together, with their computers labeled with Computer1,Computer2, Computer3

respectively and Computer1 is the mainframe. First, set the installation directory of the attendance checking system on Computer1 as pool, and grant Computer2 and Computer3 read-write access to Computer1. Database connection on Computer1 is pointed to the local attendance checking database, and database connection on Computer2 and Computer is pointed to the database on Computer1. Thus the three machines are able to share data.

2. How to connect to SQL Server:

If you want to use a network database, first you should establish the Fingerprint Attendance Checking System database on the database server. In the installation directory of this attendance checking system, you can find a file with the name of sqlserver.sql, which is the SQL script for establishing the Fingerprint Attendance Checking System database on MicroSoft SQL Server 7.0 . If you are using database servers other than MicroSoft SQL Server 7.0, please refer to this document to establish the Fingerprint Attendance Checking System database.

Provider Select Microsoft OLE DB Provider for SQL Server, click next or connrctor to enter this following window:

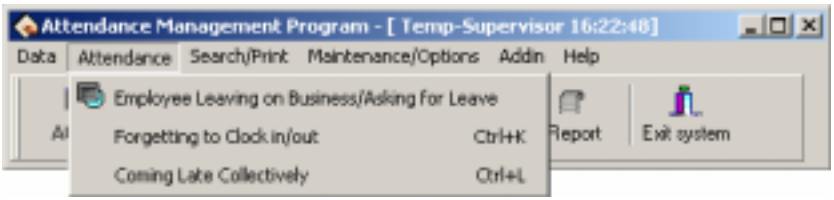


Confirm the server name for storing this database, information, and the database name for logging on this server. Click OK button to complete settings.

3.2. Handle attendance

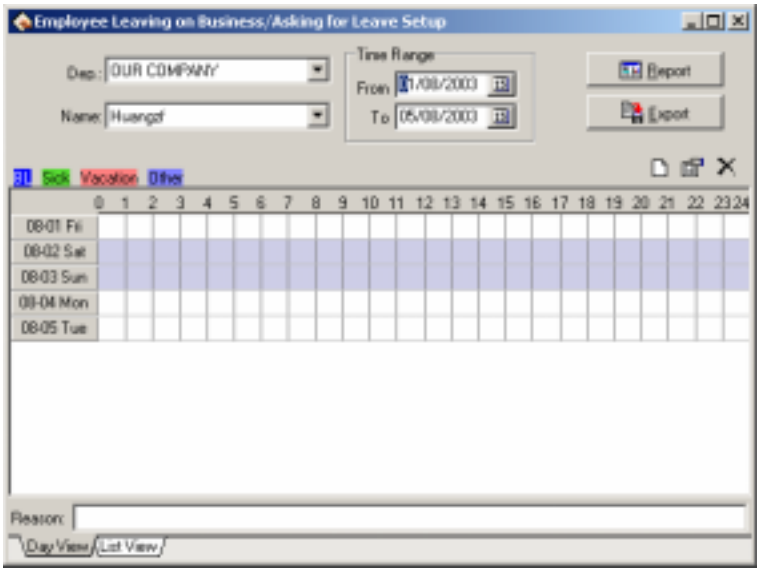
3.2.1 Handle attendance

Click ‘handle attendance’ on main menu, pop up following menu:



3.2.2 Employee leaving on business / asking for leave

When staff leaving on business or ask for leave are unable to attend normal attendance, in order to ensure end statistic result is correct, it is required that utilize the function to set. Click ‘staff leaving on business/ ask leave’ command on menu, the window is following:



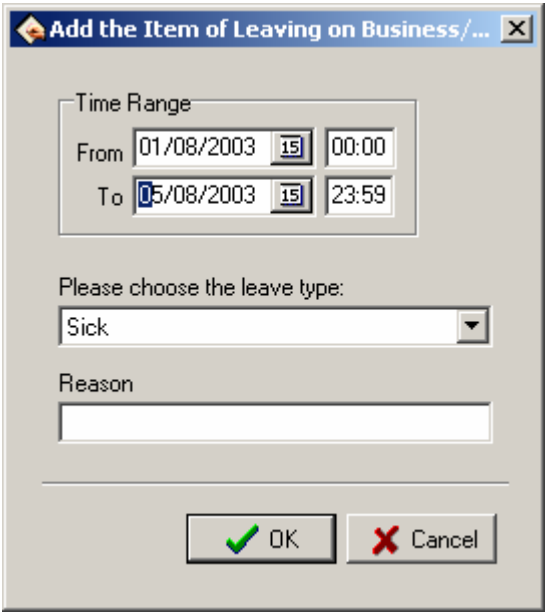
For stance, illustrate with general company for staff Mr. Wang set

asking leave operation, the process is like this:

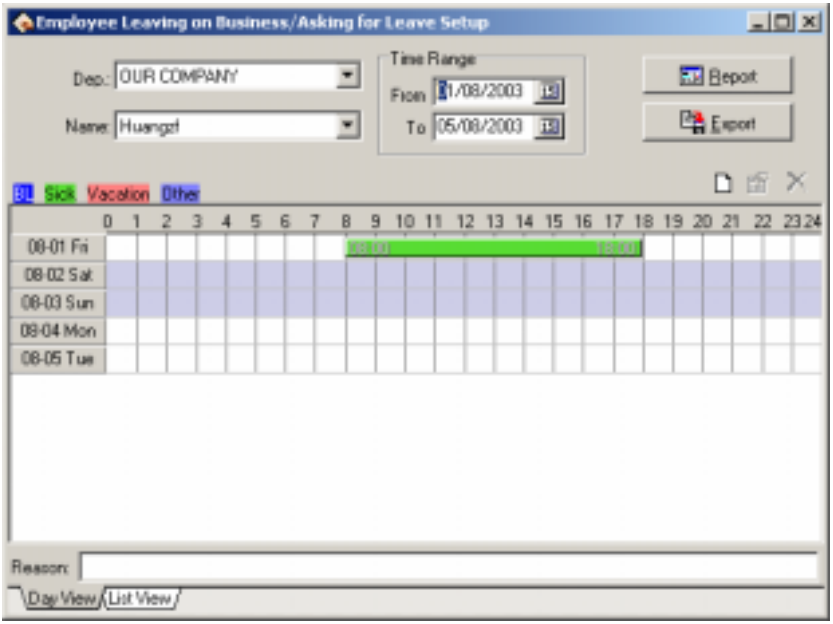
First select departments and Employees, Confirm Beginning/Ending Date. There are tow methods to add leaving on business or asking leave:

One method:

After selecting departments, staff and date/time, lift-click on the box of Select Set Asking-for-leave Time, and hold, drag to draw a time period bar, then loosen the left button of the mouse, and the following dialog box of Select Leave Types will pop up



Choose asking leave s from the selected style box, type reason in the cause box, click ‘OK’ button to save adding leave, click ‘cancel’ button to cancel all action , after, the window is following.

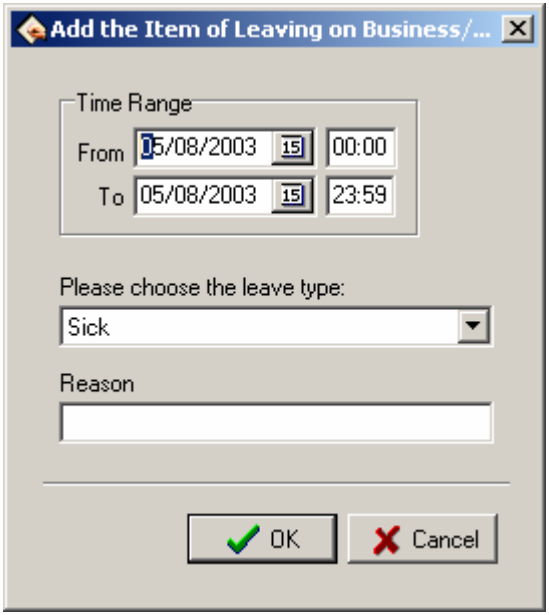


You can modify one asking –for leave time period on the window

You may move the cursor of the mouse to one end of the asking-for-leave time bar, and when the cursor changes to ↔, right-clickand hold, drag the mouse to modify asking-for-leave time.

You may also move the cursor to the asking-for-leave bar, and when the cursor changes to ✣, right-click, hold and drag to move the asking-for-leave time as a whole.

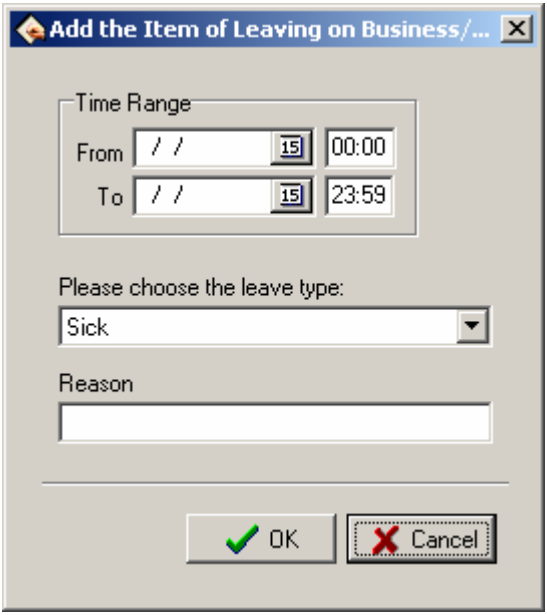
If you want to modify accurate time ,and when the cursor changes to ✣, duble-left-click or click ‘modify’ button on the setup window. The following dialog box wil appear.



Type correct time into time box, click ‘OK’ button to save modify

two methods:

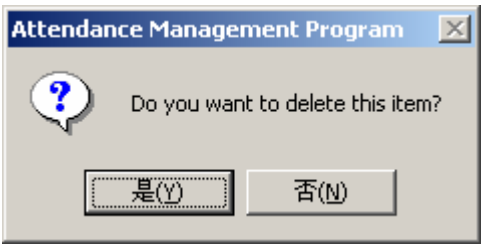
Click create button on the operation window, the pop-up window is following:



Choose the date, time、leave style, then type into asking leave reason, click ‘OK’ button to save setup , click ‘cancel’ button to cancel the action

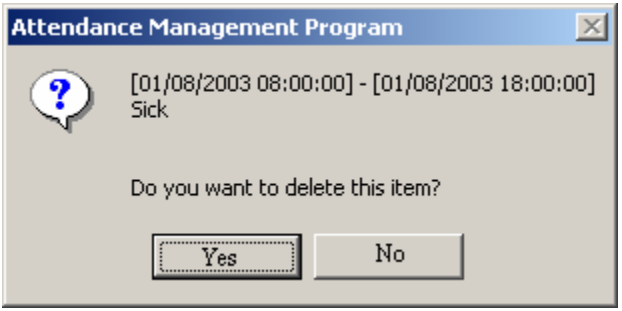
After saving, the window as before.

If you want to cancel one item setup, E.g. just set asking-for-leave will be canceled, you can left-click on the asking-for-leave bar which want cancel, then press “ DEL ” key to cancel. Or you can drag mouse cursor to end of asking-for-leave time, when cursor become ↔, left-click, hold and drag mouse till all asking-for-leave time bar disappear, by the time the caution box will appear.



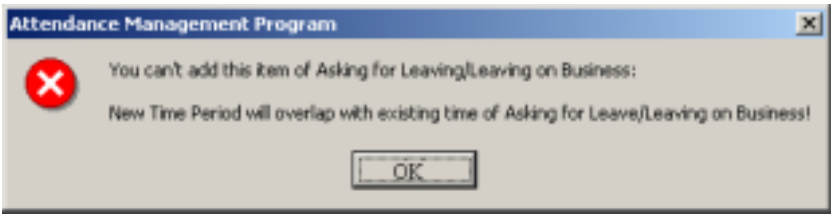
Press ‘yes’ key to cancel the setup, press ‘no’ key to abandon the action.

You may utilize cancel setup to left-click cancel ‘button’ on the setup window, after click, the following prompt box appear;



Real to cancel the item, click ‘yes (Y)’ button, abandon operation to click ‘no (N)’ button

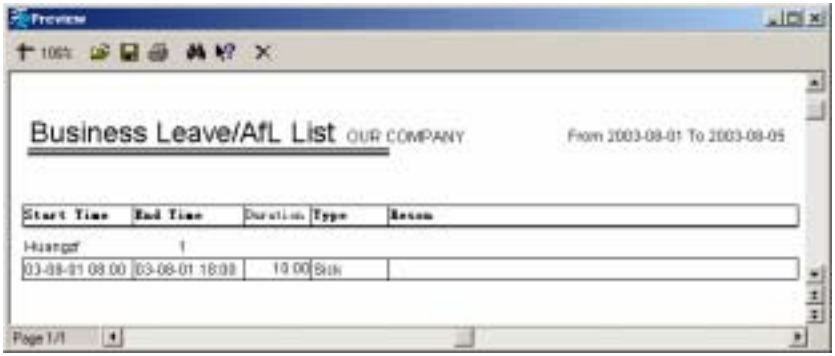
When you add leaving on business time period, and if this time period overlap exited time period, the following caution box will appear:


Attendance Management Program
You can't add this item of Asking for Leaving/Leaving on Business:
New Time Period will overlap with existing time of Asking for Leave/Leaving on Business!
OK

Click ‘yes’ key, the operation is invalid.

The system provide some only sample leave style, if you want add leave style, can enter leave in maintenance /setup to add.

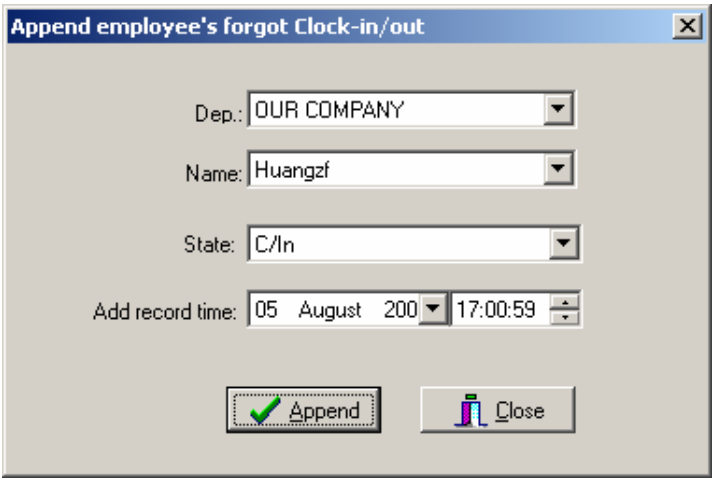
Click ‘establish list’ button on the setup window, the following window will appear:



May utilize ‘zoo’ button to alter display area, click ‘save’ button, will save the report file to the disk.

3.2.3 Handle staff forgetting to check-in

If one staff forgets to check in due to some special reasons, this function of Handle Staff’s Forgetting to Check In can be used to add a clock-in record. Click Handle Staff’s Forgetting To Check In under the menu of Handle Attendance Checking, and the following dialog box will pop up:

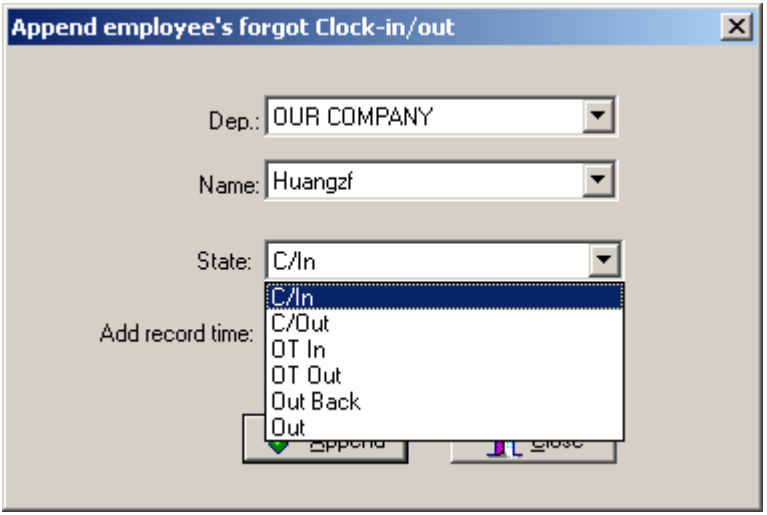


You first select department and staff, and choose adding record style,

Set record the date and time, click ‘add’ to add anew clock-in record When a new record has been added, the add button becomes gray and invalid. But it will become bright and valid again after the employee has been changed to another one, or the clock-out time has been changed.

Click the close button to close this dialog box and return to the main menu.

There are many select status of not only clock-in and clock-out, but also other option in select box, the window is following.



3.2.4 Handle staff forgetting to check-out

If one staff forgets to check out due to some special reasons, this function of hand staff forgeetting to check-out can be used to add a clock-out record.,the operation process is the same with operation of to handle staff forgetting to check-out.see up part.

3.2.5 Handle coming late collectively

If part or all of the staff of one department come late with reason,

this function can be used to modify staff clock-in time, click “handle coming late collectively” on the down drag menu, and the following dialog box will pop up:

In the department option, select the department to which the staff who come late collectively belong and then click the staff that you want to select in the staff option box, if you want choose staff more than one, you can click the mouse while press Ctrl key. Click selected all buttons to select all staff, click cancel all buttons to call off all selected staff.

Selected style consist of ‘coming late collectively’ and ‘leaving early collectively’, when you select, only lift-click on item you are select.

Neglect clock-in record means to neglect selected staff all clock-in record during the time period defined by the form time box and the to time box, clock-in time after modification means the time of the clock-in records to be adds in.

Click ‘OK’ button to delete all neglect clock-in records or add clock-in record after modification, and to return the main menu.

Click ‘cancel’ to abandon this action and return main menu.

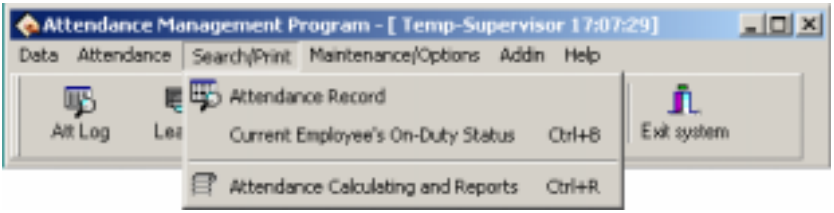
3.2.6 Handle leaving early collectively

If part or all of the staff of one department leaving early with reason , this function can be used to modify staff clock-out time, the operation process is the same with to handle coming late collectively , it is only to select leaving early collectively.

3.3. Search/print

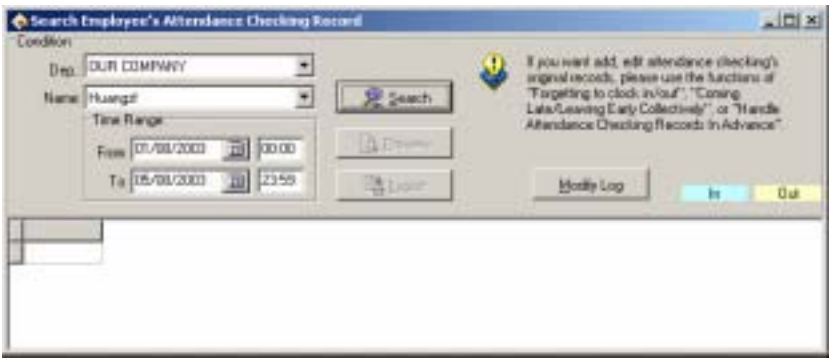
3.3.1 search/print

Click ‘handle attendance’ on the main menu, pop up menu is following,

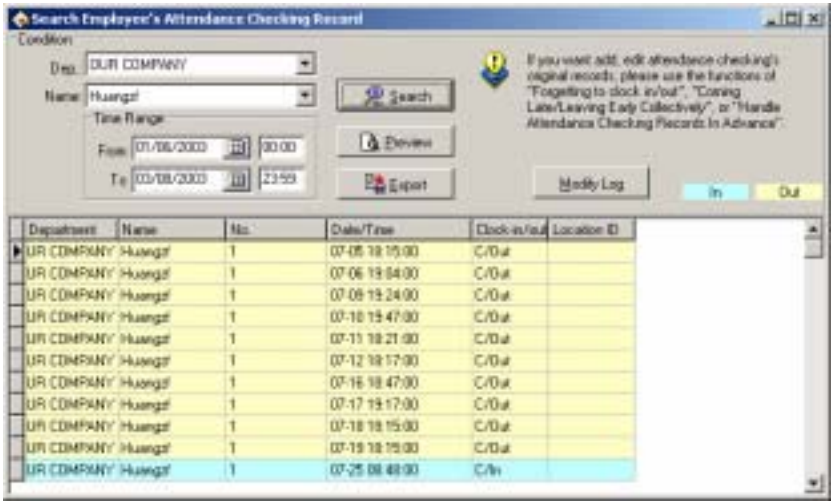


3.3.2 Attendance record

Click attendance record sub-item on the main window of require/print, and the following window will pop up:



Select staff define Beginning Date/Time, and Ending Date/time, and click search button, selected employees’ attendance records during the defined time period will be shown in the display box of Search Result in the lower part of the window.



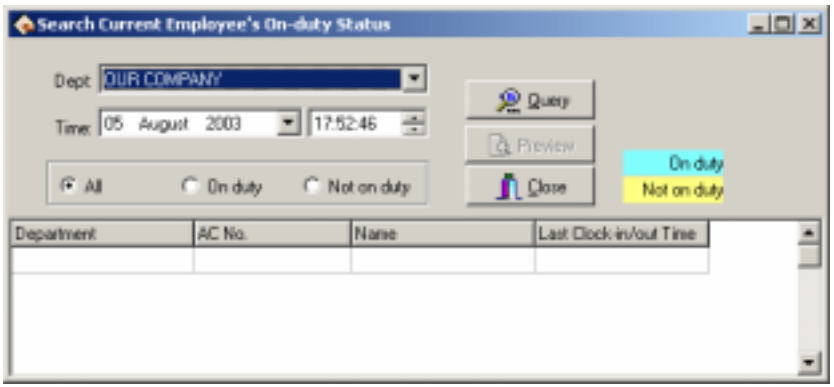
If you want modify the color which clock-in and clock-out record display, double-left click color signature, pop up color option; select color for need to save. Click ‘preview’ button, appear following window

Click ‘export’ button, you can export searching result, the operation method is the same as the operation which attendance record export.

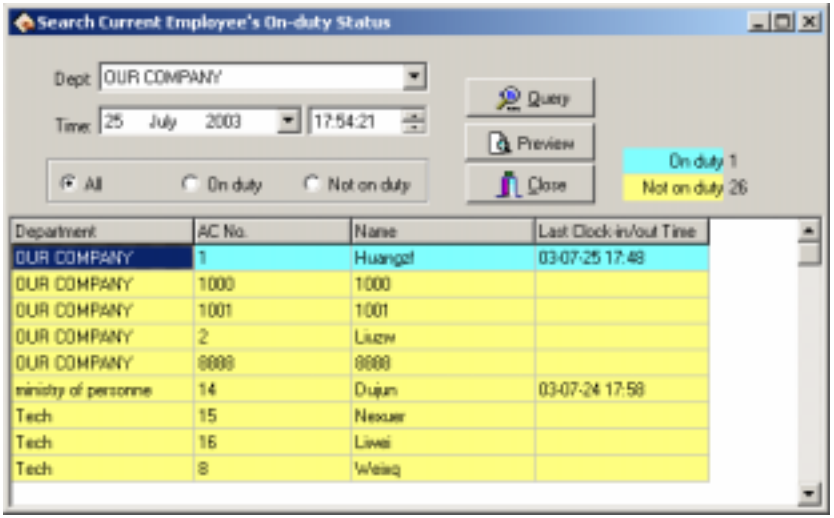
Some times, it, because mistake operates and real situation change, need to cancel modification of attendance record, as this time, you may utilize restore function to make it real.

3.3.3 Current staff's at-post Status

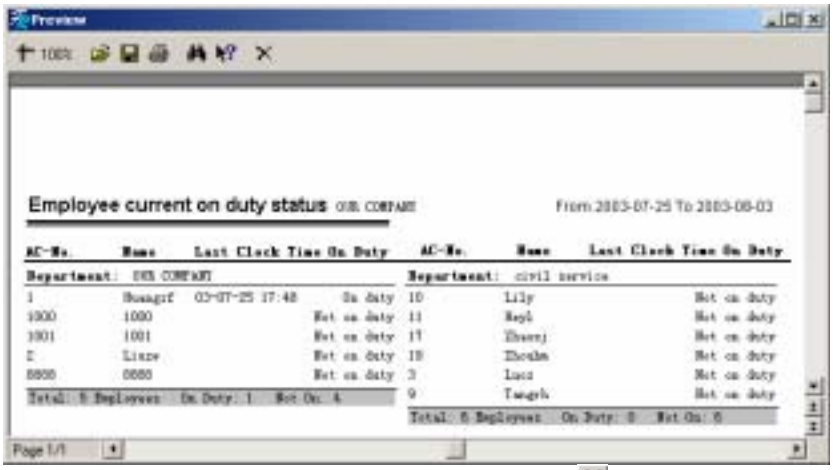
To check employees who are currently at post or not at post (including leaving work normally), you can click Current Staff's At-post Status sub-item under Search/print, and the window is like this:



Select Departments and date t, click All or At Post or Not At Post, select query type, click Search button, and you can find out current staff's at-post status. One query result likes this



Click ‘preview’ button to preview record list of searching result, the window is following,



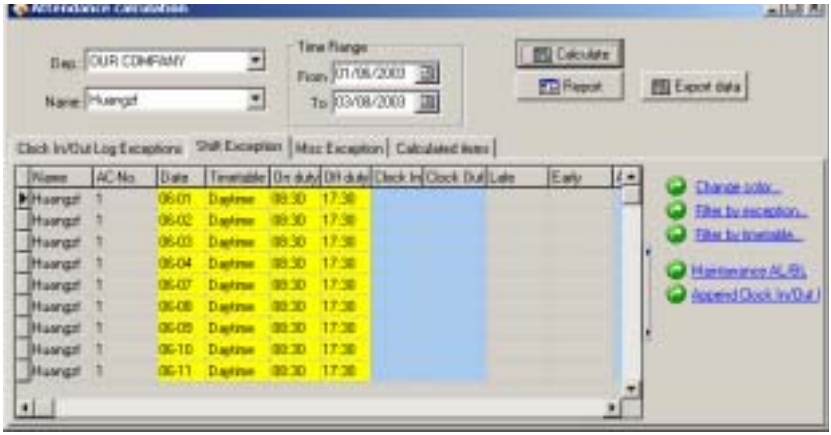
After searching, click ‘EXIT’ button to exit or return to main menu

3.3.4 Attendance abnormal search and record

In attendance management, we usually need to search abnormal situation and to print various attendance record, this function can be used to meet need, this attendance is able to establish attendance statistic record per day, attendance statistic total list、 department statistic list and staff on-off-duty time list, can also create itself attendance list.

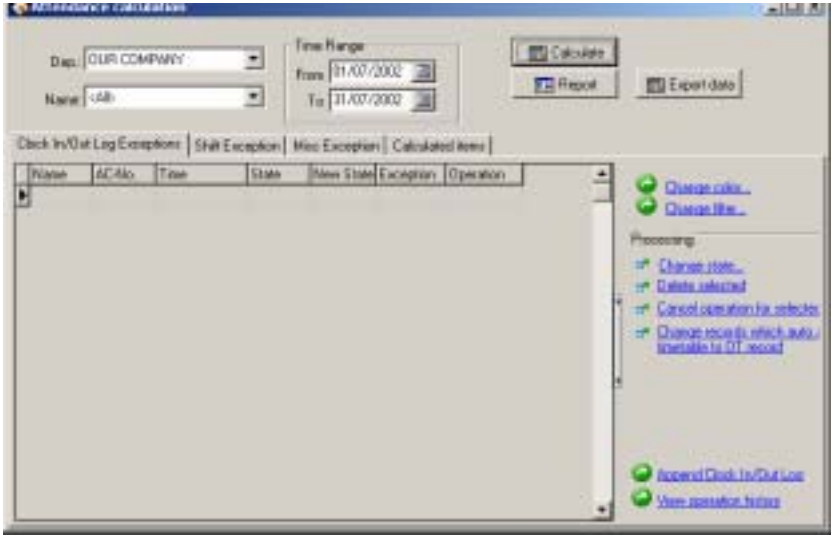
As well as, attendance abnormal searching and record list are able to modify attendance abnormal and record list, there are attendance record abnormal situation、shift abnormal situation、other abnormal situation and attendance statistic four operation windows .Attendance record abnormal situation is to search for origin record whether abnormal and to modify attendance record situation. Shift abnormal situation main check coming late, leaving early, neglect work situation, and set asking leave, leaving on business, forget clock-in or clock –out to handle. Other abnormal situation main handle overtime and leaving; attendance statistic establish all account and statistic record list.

Click abnormal search on the main window, or abnormality search sub-item under search/print and the following window will appear.



Click display/hide button, it will show the function of display or hide on right tool column.

Abnormal divide into three kinds: attendance record abnormal situation, shift abnormal situation, other normal situation. Click attendance abnormal situation page label, to select department, staff and to define start date/time, ending date/time, click “search count” button, the window is following.

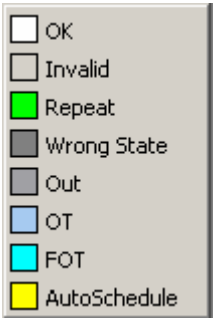


The system depend on the setup rule, sift, method of count to determine the situation whether correct .the system determine these records which locate without clock-in, clock-out period time setup scope are invalid. E.g. Mrs. on the 4.march. His attendance record was determined invalid, and that day, it is only one record, so when the system statistic, it will be think neglect work, this may be not true at this situation. the administrator need to know what happen the staff is forgetting clock-out or leaving on business to unable clock -out, if forgetting need to patch a clock-out record, if leaving on business, to patch record on business leave.

The system are able to modify record, which can be determined, and to correct, the correction situation column is already corrected situation, while statistic, utilize the situation to count.

Tool column

Change indication color: able to change various statue appear color click the window will appear;

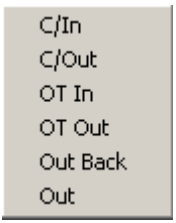


Click color piece on every status, choose color you need on the window, confirm to click ‘OK’ button, and save.

Change: definite that status record in display, click the following window will appear:

Put check it shows selected status, appear on the display box, utilize to click status to switch between selected and unselected.

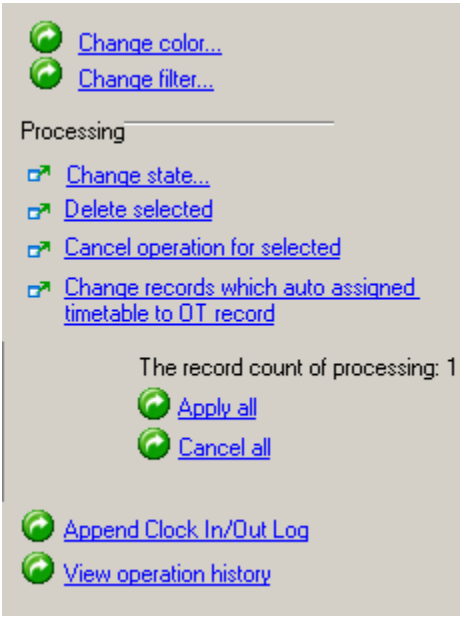
Modify new status: able to make present select status become select status, selected a record, click the window is following:



Because there is all clock-in record on the picture, so that the

clock-in status is unable to use, can click to select on other status.

Cancel attendance record able to sign select attendance to cancel status, after use the function, the tool column will add two item, the window is following:



Utilize all setting operation: after selected this item, all setting operation which display in operation column is valid before this,

Cancel all setup operation: after select this item, all setting operation is invalid before this, all operation will disappear in operation column.

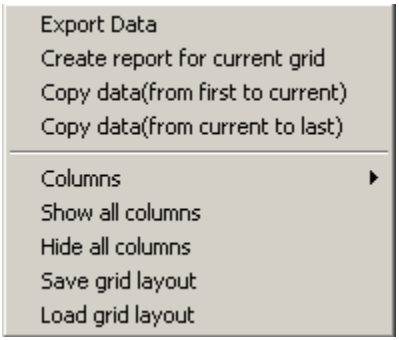
Cancel current record operation: only cancel current record operation.

Make all intellect schedule record to become over time: make system intellect schedule record to overtime.

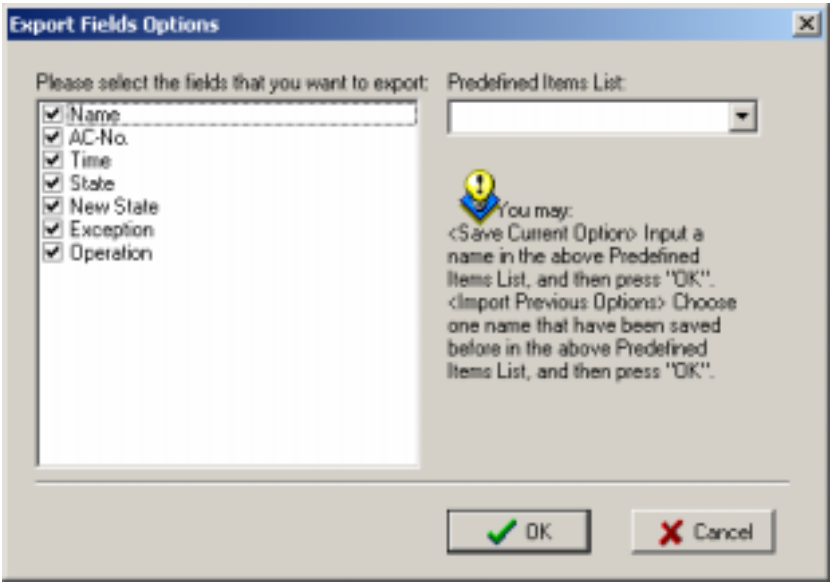
Handle forgetting clock-in or clock-out: the same as attendance handling operation.

Search modification record log: the same as sub-item of search/print attendance record operation.

In the search record display window, right –click. The menu will appear as follow:



Export data: the same as 'export data' button function on the window.



Other operation is the same as to export data before.

Establish current data record list: the same as ‘preview record list’ to establish current data record list function, make searched attendance record as record list to export.

Able to list prints to export, save, search for in list, etc. operation

Restore data (from beginning to current position): searched record result copy directly, form duplicating to current position) and can patch in Excel list directly

Restore data (from beginning to ending): searched record result copy from current copying position to ending, and can patch to Excel list directly.

Data row: select item name on the searching window appearing, click pop up menu is following,

Check show appearing words, able to click correspond word name to change selected status

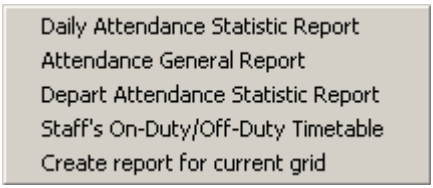
Display all row: all item name of data row display on search window

Hide all rows: all item name of data row except surname and name hide on the search window, only show surname and name

Save data row setting: item name on which the search window appears can be saved, load data row setting to use.

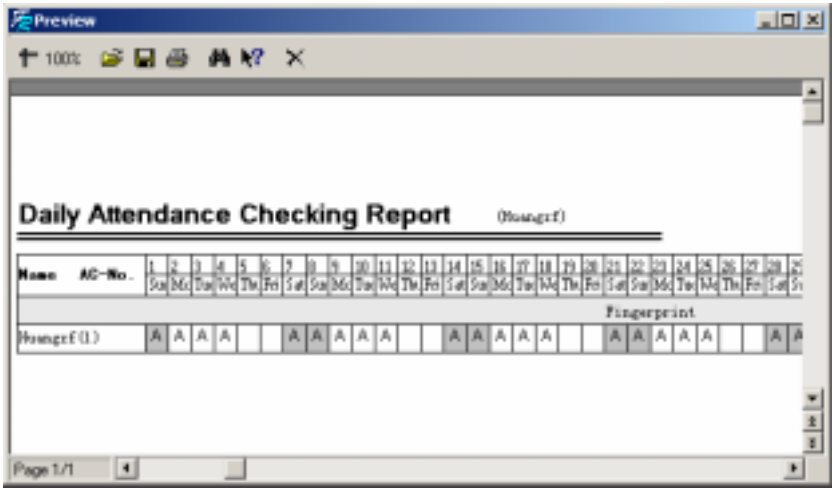
Load data row setting: According to store data row to show item

Record list preview: click ‘record list preview’ button, pop up following menu:



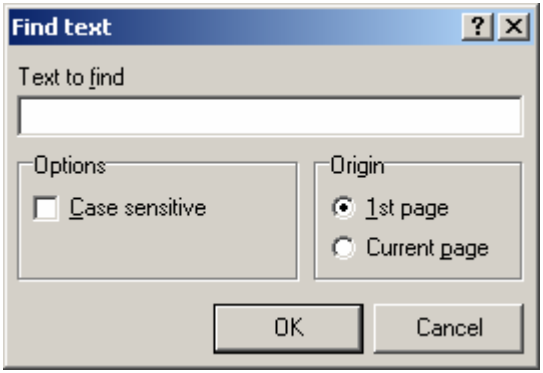
Select you need statistic record list, and establish record list you need, after it has counted, to establish other record list not need count again.

Everyday attendance statistic record list style is following.



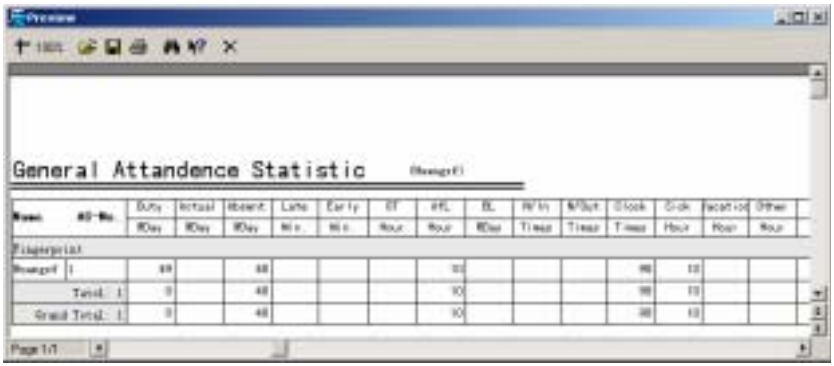
Click ‘watch scale’ button to watch record list at a ratio, click button to open saved record list file, click floppy disk button to save record list as file, click “print” button to directly print search result on the printer。

Click button to recall search menu, window is following:

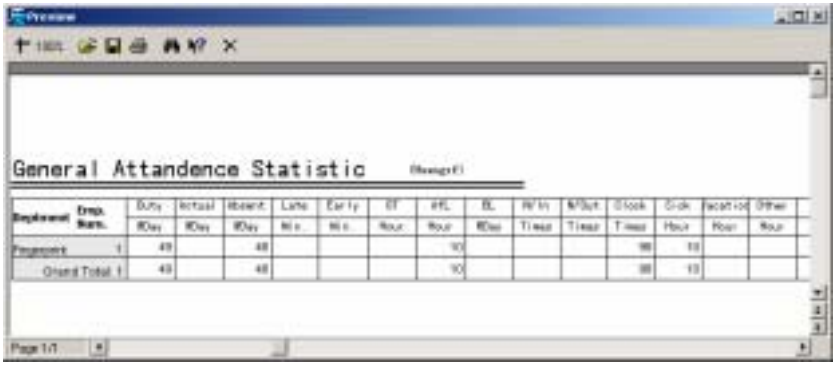


Able to type text to search on the window, the system will automatically find result and display it on top-left corner of appear column

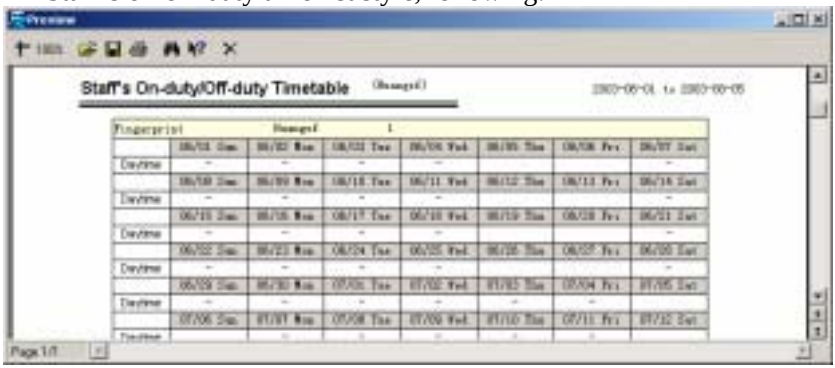
Attendance statistic total list style, following:



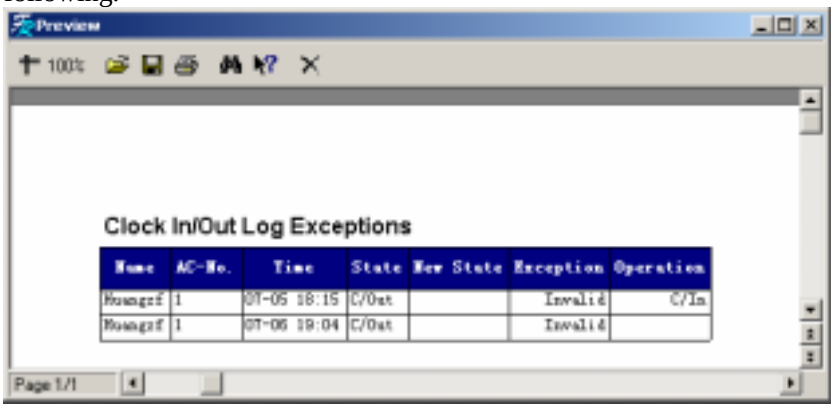
Department attendance statistic total list style, following



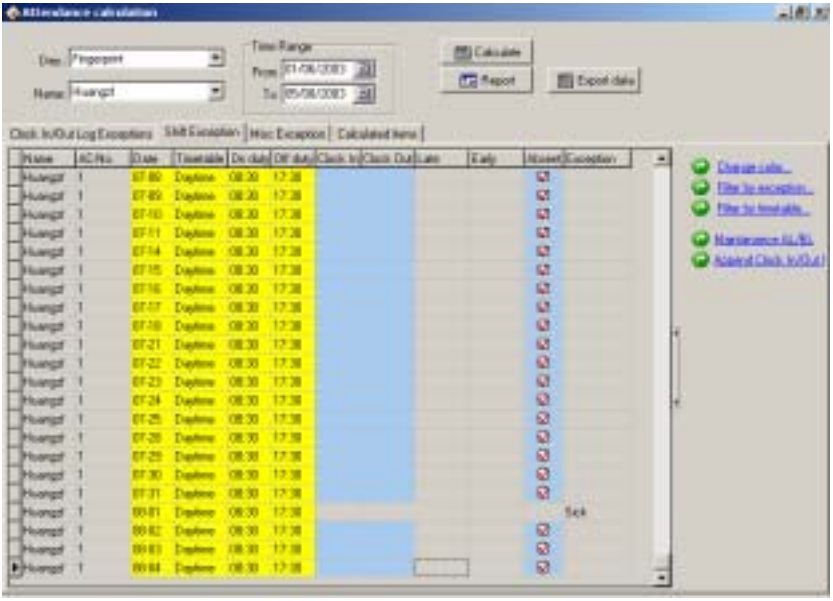
Staff's on-off-duty time list style, following:



You are able to establish current data record list, pop up window is following.


Clock In/Out Log Exceptions
Name AC-No. Time State New State Exception Operation
Huangzf 1 07-05 18:15 C/Out Invalid C/In
Huangzf 1 07-06 19:04 C/Out Invalid
Page 1/1

Click shift abnormal situation page label, pop up window is following:

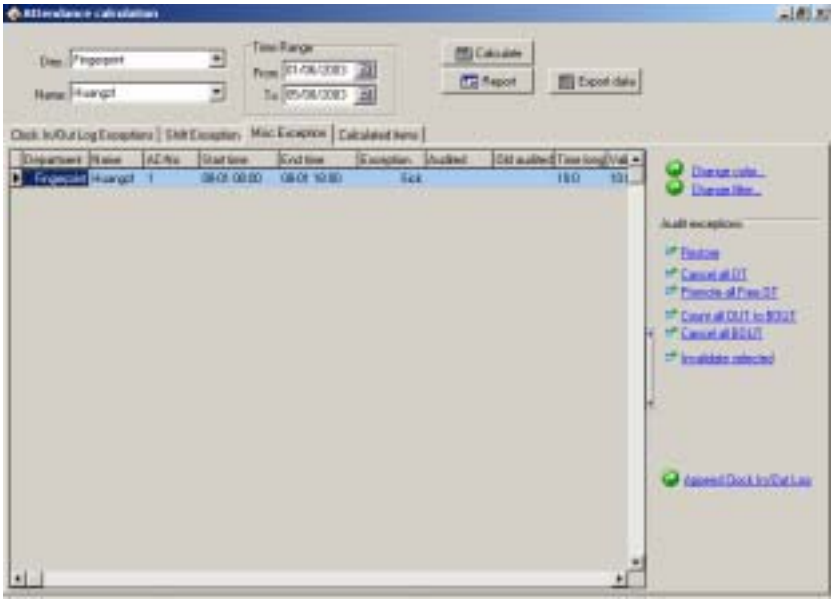


Sift abnormal status: Click it, the selected menu appear, able to select these abnormal statue display, put check to indicate the display be selected, it show abnormal situation.

Sift period time: click it, the selected menu appear, able to select these period time abnormal situation, put check on ahead of period time's name to indicate selected, it show this period time abnormal situation.

Setting asking for leave/leaving on business: This accord with asking for leave/leaving on business of attendance handling setup

Click abnormal situation page label, appear following



If attendance rule want examine leaving on business and overtime setting situation, so that examine situation column is empty, if definite status, the examine status will appear correspond situation

Restore origin status before examine: it is only valid to examine record, restore record status to origin status before examining

All overtime invalid: the record which indicate overtime in abnormal situation is invalid to handle

All free overtime valid: the system determines all staff without arranging attendance record is free overtime, if this item is selected, the system determine free overtime is overtime.

The status display overtime in examined column, and display two new item.

Save examine record: confirm examined, make examined status to become has examined status.

Cancel this examine: don't save examined which have done, make

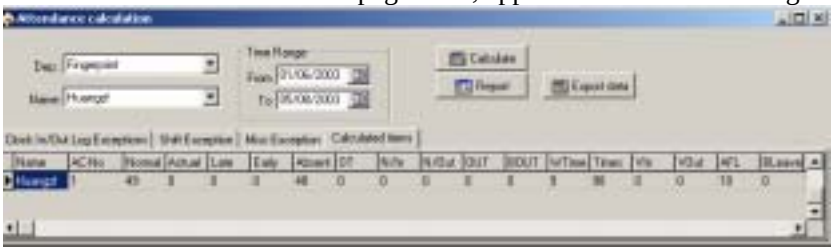
examined record save as origin status.

All leaving be record on business leaving: make all leave to record leaving on business。

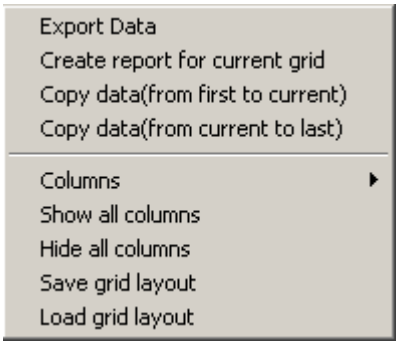
Cancel all leaving on business: will cancel all leaving on business, all leaving is common leaving or handle it as real situation.

Setting this attendance invalid: make option record status to become invalid

Click attendance statistics page label, appear window is following:



The display is statistic result list, right-click on display box, appear menu:

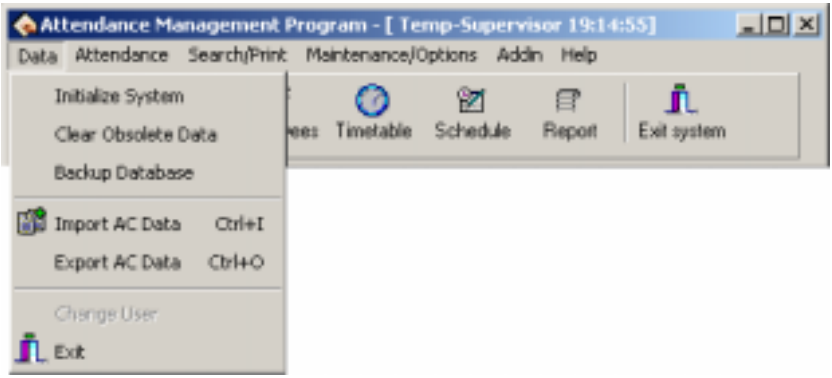


The operation method is the same as before。

3.4 Data

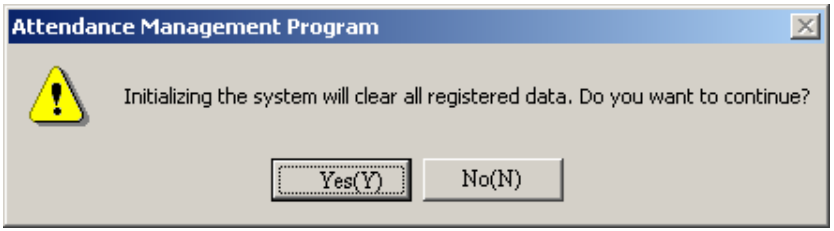
3.4.1 Data menu

Click data item on main interface, the pop-up menu is following,



3.4.2 Initial system

Click initial system menu, this pop-up window is following:


Attendance Management Program
Initializing the system will clear all registered data. Do you want to continue?
Yes(Y)
No(N)

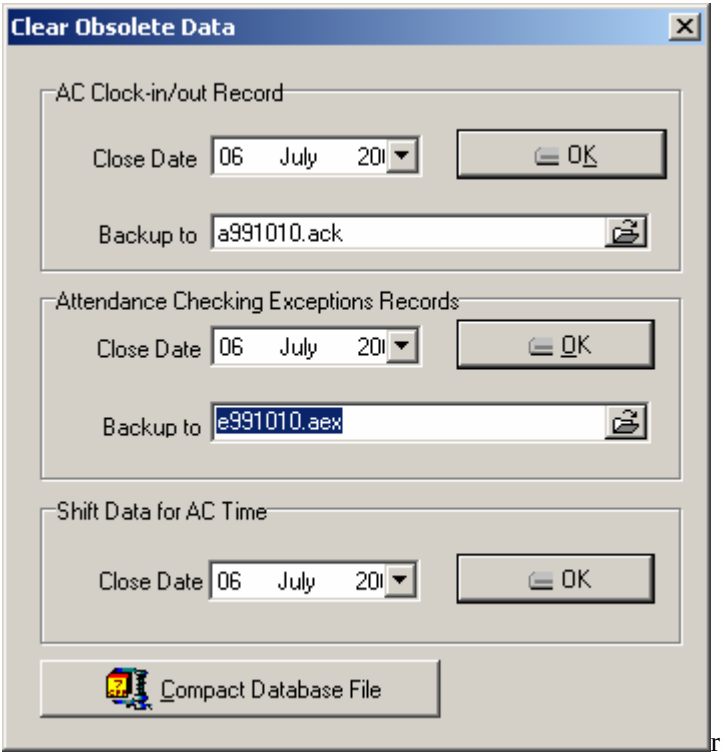
Caution: if confirm you're selected, the system will clear all staff's data and all attendance data. Before this operation you must be carefully.

Click 'yes(Y)' button, the system will clear all data, and return initial status just system install.

Click ' no(N) ' button, the system return main menu without clear data.

3.4.3 Clear obsolete data

Click this item on the menu, this pop-up menu will appear:



r:

After your system has been used for a period of time, a big amount of obsolete data are saved in the database, which not only occupy hard disk space but also affect operation speed. Then you can clear these useless data by using this function.

When clearing attendance clock-in and attendance exception records, you are required to back up clock-in data to files. You can click corresponding txt input box to type file name,or click button to confirm your data file's saving path and file name, notice that you should choose a new filename, if the name has existed the system will suggest you to define a new filename

Input the close date of the data that you want to clear in close date box, and the close date should be ten days before the current day you will

clear the corresponding data after clicking OK, and prompt messages will display'

Attendance time setup data means to clear obsolete staff's shift schedule data, select close data for clearing record, click OK and you will clear obsolete staff's shift schedule data

In the terms of Microsoft Access database, can click "compress attendance database file" button to compact the database.

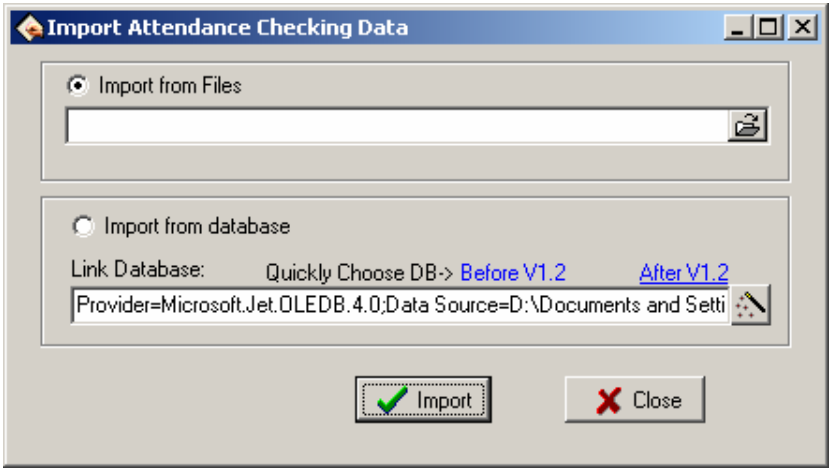
After clearing data, click to return the main menu

3.4.4 Back up database

In order to ensure data security and to restore, we suggest you back up database in regular, click command on the men, select position to save file, input filename (may be defined filename), click "save" button. When origin database was damage, it need to restore, you should change back up filename asATT2000.mdb, copy the file under attendance install dir to cover same name file, but the action only restore these data to before back up. E.g. you back up data in 31.3, so that these data be restored is only one before 31.3.

3.4.5 Import attendance data

To import attendance record in another machine or old record to the current attendance software click this command on the menu and this operation window will pop up:



1. import from files

To import from files can import following some kinds of data: secret attendance clock-in data (*.abt), attendance clock-in data (*.txt), back up attendance database files (*.attbackup.mdb), 1.1 version fingerprint attendance system database file (att.mdb) and attendance system database file (*.mdb). Usual attendance and attendance clock-in are used, to import attendance system database file can import all information of original database, to import attendance clock-in data only import staff attendance data.

Click button, and you will open a file manger, select to import file style, select the path and filename of the data file to import, and then click “OK”, return the window illustrate with up picture, click “import” can import data’

2. import from database

Import from database means to import attendance data from attendance database backups, and the data include staff information, shift information, clock-in records, etc. You can import the data from databases of previous version, or databases of the same version. For the data format of database files of versions previous to 1.2 differs from that of Version 1.2X, if the version of the database file that you want to

import is below 1.2(not including 1.2), please select versions before1.2 option; Otherwise please select 2.2x option.

Before importing data, if it is unnecessary to remain the data in your system, please first select initialize the system. This is because if some data remaining in the current system overlap with the data that will import, errors will appear when importing data, and data's importing speed will slow down.

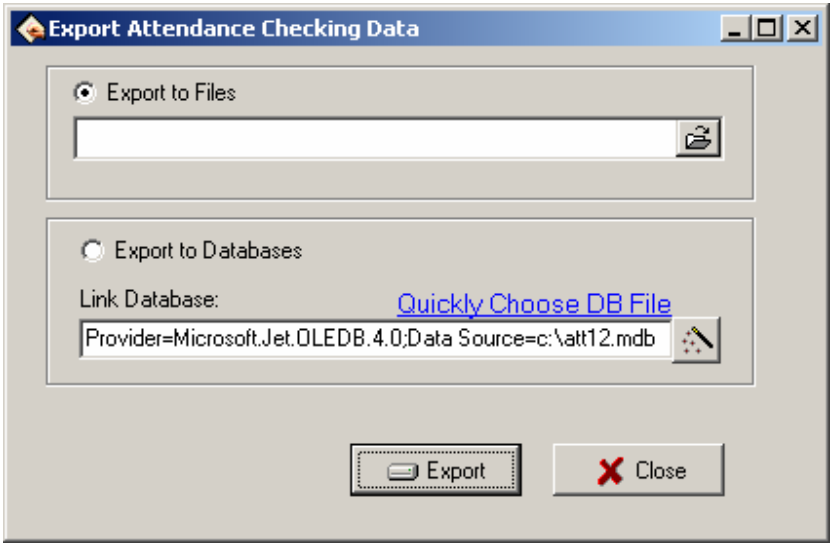
Click versions1.2 or version 1.2xbutton, and a file manager will pop up. Enter the path and file name of the database to import, and click Open, the system will import data automatically.

If your database is SQL Server database, you can click button to begin settings. For detailed information please refer to Database Setup.

After importing data, click to go back to the main menu.

3.4.6 Export attendance data

This function is mainly used to back up all attendance data in the current attendance system or clock-in data, click this command on the menu and the following operation window will pop up



1. Export to files

it can export four file style: secret attendance data (*.abt), attendance check-in data (*.txt), back up attendance data (*.attbackup.mdb) and attendance system database file (*.mdb) click button, a file manger menu will pop up confirm the path and file name for the back file and click open.

2. Export to databases

This option means to back up all data, such as staff information shift information and clock-in record to a database file. Click quickly selects database file button and you will open a file manger menu. Confirm the path and file name for the back up and click open.

If your database is SQL Server database, click button to begin setting, for detailed please see Database setup

Notice you must choose a new filename if the file has existed the system will suggest you to define new file name.

Exporting record will not lead to clean data in database.

After finish to export data, click ‘X’ up-right concern, return main menu.

3.4.7 Log on system again

While a system run, it is require to change administrator, utilize this function, make another administrator to log on system again as he/her ID. The operation interface and operation method is the same with to log on administrator as system starting

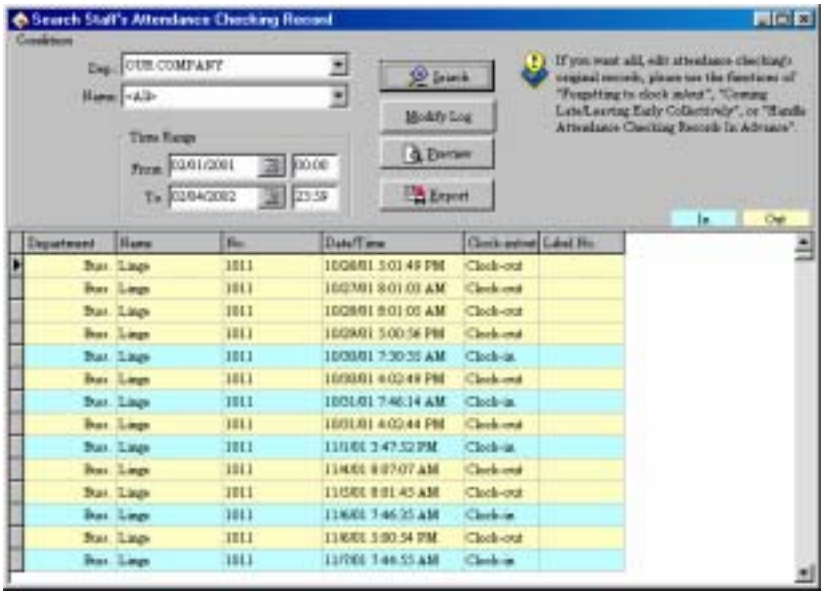
3.4.8 Exit

Click exit order on menu, or click on the ‘exit system’ in the tools bar, end system run, return Windows.

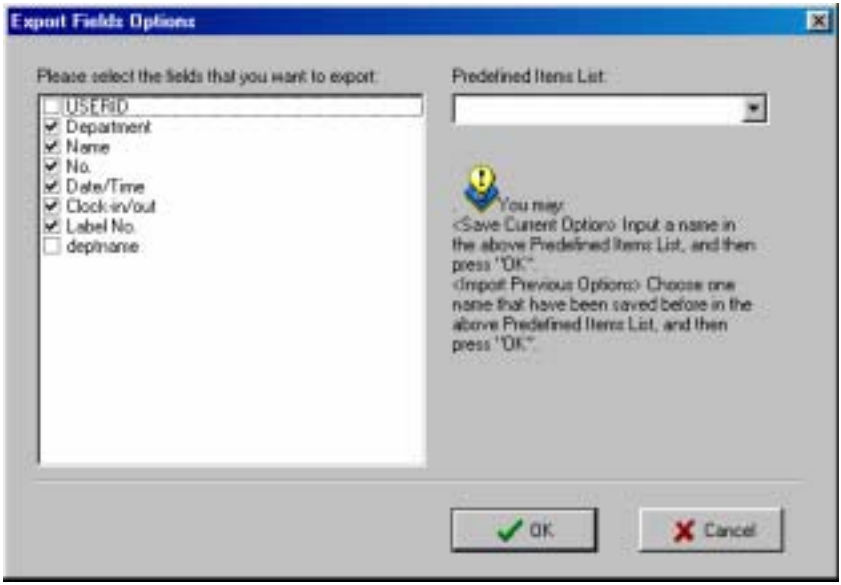
4 operating help

4.1 Confirm beginning date Export Data

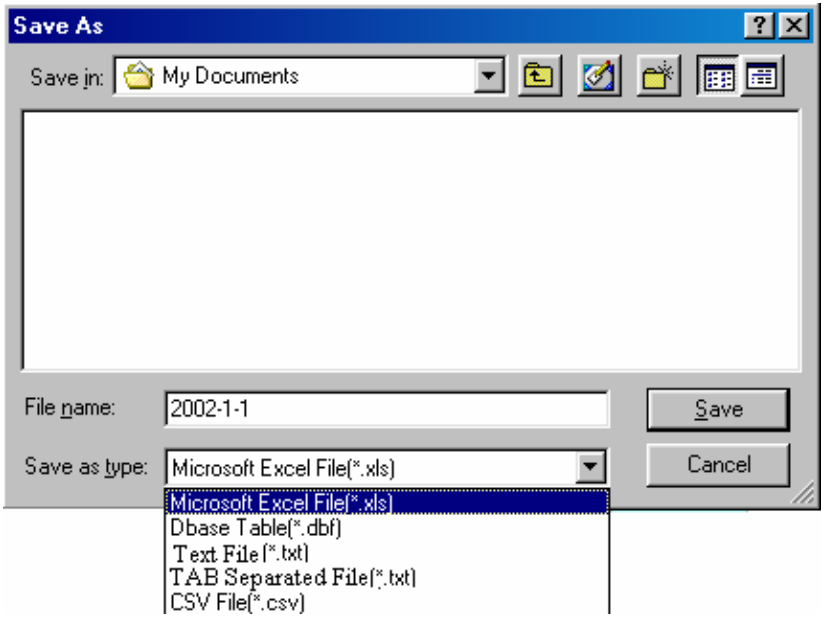
Next let's take searching staff's attendance records as an example to illustrate concrete operations for exporting data:



As shown in the above picture, click Export button to pop up the following window:



Tick checks before the fields to export. If next time you want to select the same fields to export data, you can enter a item name in the box of Predefined Items, and click OK to save the selected fields in this item. Next time, if you want to call your previous choices, select a name saved in the box of Predefined Items, and click OK to enter the following window:



Enter a filename for this file to save in the column of Filename, select the type to save this file, and then you will export the selected data to this file. You can save a file in five formats: Excel files {Microsoft Excel File (*.xls)}, DBF formed database files, right justified text files, text files separated by TAB, and text files separated by semicolons.

4.2 Select Department and Employee

Click the box of Department to expand its tree-formed dropdown box and select the department in which the employee on official business is. Click the box of Employee to stretch its dropdown box, and select the employee who will leave on official business.

4.3 Confirm Beginning/Ending Date

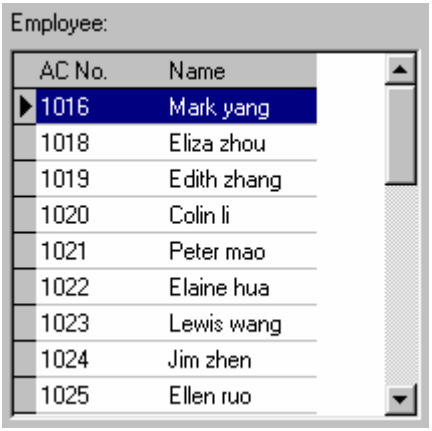
In the box of Beginning/Ending Date click the box of “From”, and click button to select the beginning date. Then click the box of “To”, and click button to select the ending date. In the dropdown box for dates, click or button to move the date one month upward or downward, and click or to move the date one year upward or downward. Click on the date you want to select it.

4.4 Confirm Date

In the box of Date/Time click button to select the date, and in the box of Time click button to select the time or directly change the time. In the dropdown box of Date, click or button to move the date one month upward or downward. Click the year number to change the year directly, or click button to move the date one year upward or downward. Click on the date you want to select the it.

4.5 Select Employee

The option box of Employee is like this:

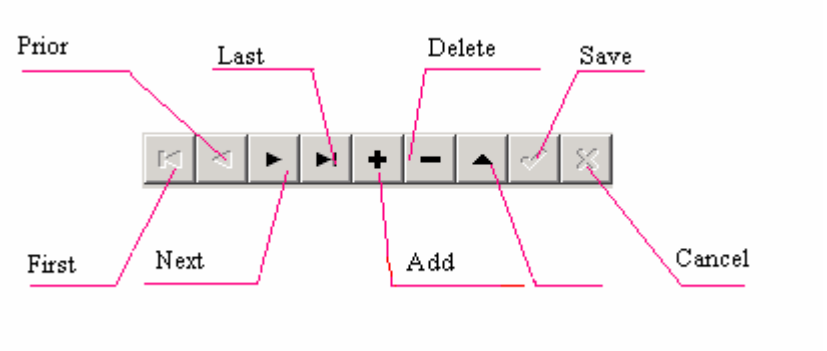


Move the mouse to the row the employee to select is in, click the left button of the mouse, and this row will turn blue.

To select more than one employee, press Ctrl.

4.6 Datasheet Process Tool Bar

The Datasheet Process Tool Bar contains the following operation buttons:



In the datasheet, the row marked with ▶ symbol is the current row, and all operations for he sheet is conducted in the current row.

Click buttons to carry out corresponding operations for the datasheet.

First: To move the current row to the first row.

Previous: To move the current row one row upward.

Next: To move the current row one row downward.

Last: To move the current row to the last row.

Add: To add a new row in which new data can be entered in, and the current row is the new row.

Delete: To delete the current row.

Edit: To modify the data in the current row.

Save: To save the data after edition or in the newly added row.

Cancel: To cancel the result of adding a new row or editing the data.

Under the status of adding or editing, the result of moving data will be automatically saved.

In the datasheet, click on the row to select it, and select multiple rows by pressing Ctrl and clicking at the same time when possible. The selected rows will change to blue.

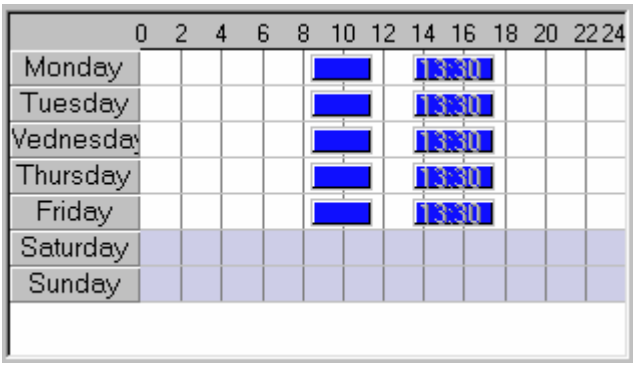
4.7 Select Department

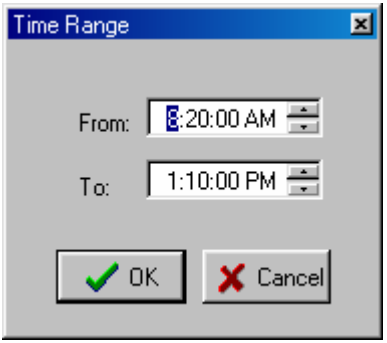
The option box of Department is like this:

Click the left button of the mouse on the department name, and you will select this department when the name turns blue.

4.8 Time Period Management

The display box for Time Period is like this:





Generate New Time Period: Move the mouse to the time you want, pull the mouse while pressing its left button, and loosen the mouse to generate a new time period.

Edit Time Period: Move the mouse to one end of the time period to edit. When the cursor changes to ↔, move the mouse while pressing its right button, and loosen the mouse to get the time period you want. In addiction, you may double-click on the time period to modify to enter a dialog box shown as the right picture on the right. Here, you can adjust the beginning/ending time for this time period.

Move Time Period: Move the cursor of the mouse to the time period to modify. When the cursor changes to ✥, move the mouse while pressing its right button, and you may move the time period as a whole.

Delete Time Period: Move the mouse to the time period to modify. When the cursor changes to ↔, move the time period to make it disappear. Besides, you may click the time period, and press Del to delete this time period.

5 Common Question and Answer

1. As the administrator changed or forget password reason, can not enter the program, what will I to do?

Answer: the computer has to have been installed Office2000 at first, then enter the attendance program installing catalog, find the att2000.mdb file, double-click, and find the 'userinfo' list in the appear interface, double-click, to find 'securityflags' word, cancel all figure of list in the sentence (15 indicate administrator).

2. How does to clean the register of attendance administrator?

Answer: can use communication of attendance device between computers, after it's successful, enter attendance device management interface, click on the 'cancel administrator' button, able to clean attendance device administrator, after to break out connection, then can enter attendance device menu style.

3. I forget the password of database, how to do?

Answer: enter 'maintenance and setting' of management program, click on the 'setting password of database', then have no need to verify old password, so can set up new password of database.

4. Some time it is difficult to register or contrast in the independently attendance device, how I to solve?

Answer: in the condition, there are two ways to solve, one way is that put finger on front head or nose to rub some times, enhance finger wet for register and contrasting; two way is that put finger on fingerscan for more 1 to 2 second time when attendance device appear' please take away finger, the method can enhance success.

The both ways have nothing to do, can use ID code plus password to register.

5. The liquid screen is too dim, If it can be modifying, or not?

Answer: the liquid screen is not adjusted by user, it is need that returns our company to adjust by engineer.

6. How to use the business check-in and business check-out?

Answer: when the staff need to go out, the staff should check -out on attendance device. When the staffs come back, select business check-in.

7. While inquire attendance record, selected the highest department, selected all staff, why cannot see record, but it's true display that saved downloading data?

Answer: (1) it is maybe the data record time expire inquire range, want to watch the origin record time, must open attendance database (att2000.mdb), enter check-in-out list, can see all origin record, prove that origin attendance record is in the range which you inquire, specific attention year;

(2) it is maybe that add a highest department after the general company name was canceled, finish installing the default highest department general company can not be cancel, but it is able to be modify in attendance.

8. I have done shift, why no the result of account and statistics indicate leave, come late, gone early?

Answer: first enter management to check the setup shift, in normal condition the name of shift corresponding right time box appear in blue color, if there isn't any problem, enter staff shift list, watch the starting date of staff shift, the starting date is before the account and statistics time range, isn't it? If it isn't, arrange shift again, fix new starting date.

9. How to cancel the schedule which has been set up?

Answer: you can ahead add a empty schedule, then use the empty schedule change the schedule wich will be cancel in arranging staff, enter schedule management to cancel corresponding schedule, OK.

10. Why the data which has been loaded down and stored record is litter than loaded down data?

Answer: while loaded down and record, the attendance program can determine loaded down record, the repeat record will be cancel automatically, the stored record will not be store again.

11. Why the loaded record appear, but cannot find it while inquire?

Answer: confirm time range you inquire is accord with attendance time of loaded record, or it's not. can watch attendance record day, month, year, after loaded down record, or open database (att2000.mdb), enter check-in-out scheduler, can see all origin record, confirm time of attendance origin record is among the range of inquire, pay attention

years record specifically, some independence equipment set time is not real, result in attendance record time isn't correct.

12. Why I attendance normally, but it is show I stay away from work without leave or good reason?

Answer: examine your period time setting first, confirm your attendance record is among the range of check-out time, example, you setup the check-out time is from 17: 00 to 18: 00, you check-out time record is16: 30, so that the record is invalid, system will indicate neglect afternoon (in attendance rule, no check-out is neglect) next, examine you attendance time is correct, or it's not.

13. Why there are come late and gone early in the attendance account and statistics shift, but there aren't its record in inquiring record?

Answer: please examine the setting of attendance account in attendance rule, see if 'on duty check-in record: come late/gone early' have been sign or have not, if it has been labeled so that the neglect system will indicate come late/gone early.

14. Leaders of company don't require check-in-out, but their attendance demand account, how do it to set?

Answer: (1)enter attendance setting under staff maintenance, cancel valid attendance;

(2)set up a period time of unnecessary to check-in-out, produce a schedule, the schedule is used to account with staff. OK

15. Why cannot I add new schedule in shift management?

Answer: the program has to set up time period of shift, and then can set up schedule, please see the time period of shift is set, or it's not.

6.Contact Information

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